

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Trust HR Officer – Part-Time, Permanent</b>
<b>GRADE</b>	<b>Grade 6 (Full time, all year round salary band £25,801 pa to £32,029 pa). Part time pro rata band, based on 3 full days, is £14,249 to 17,689 pa.</b>
<b>HOURS</b>	<b>Part-Time (3 days) Term time only plus teacher training days plus 2 weeks during the holidays. Working pattern 7.5 hours per day, to include Friday. Working pattern to be confirmed between the hours of 8.00 am to 5.00 pm – 3 days per week.</b>

### **Job Purpose :**

To undertake responsibilities as a member of the Central Services Trust Team to provide cohesive, efficient and effective HR support, advice and guidance across the full range of HR activities, ensuring a high quality, business focussed HR service is delivered to meet the Trust's core HR responsibilities. With the support of the HR Director, assist with the delivery of the HR service as outlined in the Central Services Service Level Agreement.

### **Duties and Responsibilities:**

#### **HR Advice**

1. With the support of the HR Director, provide advice and guidance on the full range of HR activities to stakeholders in the Trust.

#### **Employee Relations**

1. Undertake casework as required to support leaders within schools within the Trust ensuring the correct processes in relation to change management, complaints, disciplinary, grievance, capability and appeals are followed in accordance with relevant timescales.
2. Ensure all paperwork is devised, completed and issued appropriately.
3. Arrange meetings and take notes where required.
4. Liaise with the HR Director and the relevant member of the leadership team about progress on casework as necessary and to seek the necessary support.
5. Provide support and advice in connection with employee relations where matters involve trade union involvement and consultation.

#### **Policies and Procedures**

1. Support the Trust in relation to employment law related issues.
2. Develop policies in accordance with the needs of the schools within the Trust, ensuring such development of policy is legally compliant, with the support of the HR Director and the Trust's legal advisors.
3. Interpret policies and guide stakeholders with the implementation of policy.

## **Employee Resourcing**

1. Develop the recruitment strategy within the Trust to secure high calibre staff in all schools. This may include a review of existing practice and following through agreed changes for the full recruitment and selection process.
2. Support the Trust HR Assistant and Trust HR Director with end to end recruitment, selection and vetting administration together with any HR link at the relevant school within the Trust.
3. Support the Trust with selection events as required.
4. Lead on exit interview processes as required.

## **Employee Development**

1. Support with performance management processes in each of the schools in the Trust.
2. Provide guidance to leaders in undertaking performance management of staff.
3. With the support of the HR Director, assist in a range of CPD strategies that will add value to the Trust and provide evidence for Investors in People accreditation.
4. Facilitate a suite of training courses that support the schools' development plans, in particular for support staff.

## **Absence Management**

1. Undertake return to work interviews and track absence records of staff in order to undertake formal review of attendance meetings in accordance with the relevant school policies.
2. Liaise with the HR Director where there are more complex cases to agree an appropriate support and action plan.
3. Maintain appropriate contact with staff who are absent.
4. Complete occupational health referrals in a timely and effective manner to optimise the use of the service with the occupational health provider and maximise positive outcomes for staff and the Trust.

## **HR Metrics**

1. Analyse data in order to create HR metrics for a range of uses including KPIs for the board of directors, to support IIP accreditation, provide statutory returns and to assist in driving improvement for schools and the Trust.

## **HR Administration**

1. Assist with payroll and pension administration, statutory returns and in connection with starter/termination arrangements where required.
2. Assist with the maintenance of information management, data bases, personnel files to meet legal/statutory requirements and to ensure records are up to date, where required.
3. Produce reports, letters, other documentation to support the provision of the HR service.

## General

1. Treat with confidentiality any personal, private or sensitive information received.
2. Attend and take accurate notes of meetings ensuring they are checked before appropriate distribution/recording.
3. Work collaboratively with staff across the Trust.
4. Carry out other duties as may reasonably be required from time to time to meet the evolving nature of the Trust.
5. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, data protection, finance, performance management and health and safety procedures and other staff policies and procedures.
6. To be accountable for promoting and safeguarding the welfare of students responsible for or in contact with.
7. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. The job holder is expected to comply with any reasonable requests.

**Responsible to:** Trust HR Director

**Responsible for:** -

**Key Relationships:** Headteachers and leadership teams of Trust sites, relevant teaching and support staff, Central Services staff.

**Location:** Base school is Caludon Castle, with a requirement to travel to each school within the Trust on a regular basis (initially each week, albeit this will vary based on the volume of case work and should the size of the Trust change)

**This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment**