



Job Description

Job Title:	HR Cluster Coordinator
Location:	Middlesbrough
Hours of work:	37 hours per week
Reports to:	HR Cluster Manager
Department:	School Support Services - Human Resources

Main Purpose of the Role

Responsibility for HR administration service to the cluster academies, undertaking duties across a range of HR activities including recruitment and selection to include all safer recruitment and pre employment vetting, transactional payroll data; production of HR management information (reports); data cleansing and general HR administration. Work closely with academy leadership and support staff in a range of HR subjects and provide guidance on HR policy. Act as the main point of contact for academy staff, responding to HR queries.

Maintain information and accuracy of a number of academy SCR's, which is a statutory (legal) requirement for schools and staff employment records. Provide a full range of administrative and operational support to the HR Cluster Manager and HR Cluster Adviser.

Duties and Responsibilities

Recruitment and Selection

- Coordinate the recruitment processes across the cluster academies, including scheduling and booking interviews; producing recruitment panel packs, collating interview information and recording all employee information in management information systems, taking steps to ensure records are up to date and maintained. This is completed on AET's Talent on-boarding system.
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks and induction details. There are high levels of compliance needed in recruiting and vetting applicants, including meeting statutory & legal requirements for an academy and maintaining accurate records is important.
- Organise electronic new starters folders and information, ensuring they contain all required information.

Payroll

- Facilitate and action all payroll requests for a number of academies to include: new starters, variations; leavers; pension; leave; in accordance with Payroll procedures and audit requirements.
- Maintain accurate and up to date pay information for staff at all times, querying information as required.





- To complete a range of HR related paperwork and online forms and liaise with Payroll to ensure that new starters, leavers and changes to salaries are actioned appropriately and in a timely manner working to deadlines.

Compliance & SCR

- To administer and update academies Single Central Records (SCR) which are statutory & legal records required for OFSTED inspections containing staff and safeguarding information.
- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with Trust policies and procedures.
- To coordinate the performance management process, ensuring that managers complete performance management meetings and paperwork on time and that this information is recorded.
- To coordinate the probation process, ensuring that managers complete probation meetings and paperwork on time and that is appropriately recorded.
- To update and maintain a range of HR Trackers e.g probation, fixed term contracts by utilising recruitment information, maintain and monitor
- To coordinate the staff induction process.

Employee Data Management and Reporting

- To ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise.
- To contribute to the school workforce census annual return
- To provide data and management information reports as required by the HR Cluster Manager or Advisor.

General HR Administration

- Maintain an accurate and up-to-date electronic filing system for personnel records and other appropriate information.
- Process staff changes, staff leaving documentation and arrange exit interviews.
- Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates.
- Take minutes at formal meetings (e.g. discipline, grievance, capability, consultation).
- Monitor the use of fixed terms contracts and ensure that issues are followed up appropriately.
- Work in collaboration with the Trust HR team as appropriate.
- Provide cover for absent colleagues including in other clusters and undertake other duties commensurate with the grade. Some travel may be required.

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.





2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the HR service and cluster Academies at the reasonable discretion of the senior HR management team.
4. There may be occasions when it will be necessary to cover other HR Coordinator roles within the School Support Services.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The post holder may deal with sensitive material and should maintain confidentiality in all Academy/Trust related matters.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Safeguarding:

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.





PERSON SPECIFICATION

HR Coordinator

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role (or equivalent)	<ul style="list-style-type: none"> ● Educated to level 2 in English and Maths ● HR qualification (CIPD) or other relevant qualification 	<ul style="list-style-type: none"> ● Relevant qualifications in office administration and IT applications ● Demonstrable relevant HR experience
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> ● Experience of working in HR/Recruitment/Talent and recruitment standards ● Experience of using Management Information Systems, extracting information and producing reports 	<ul style="list-style-type: none"> ● Experience of working in a similar role in a school/care/NHS environment
Skills	Specific Skills	<ul style="list-style-type: none"> ● Good IT skills including the ability to confidently use Google suite and Microsoft Word and Excel ● Demonstrable administrative and organisational skills and can prioritise own work and meet regular deadlines ● Excellent written and verbal communication skills ● Demonstrable ability to communicate with a range of stakeholders at all levels of an organisation in a variety of ways (written, verbal) 	





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