



Academies Enterprise Trust

JOB DESCRIPTION

Job Title: HR Cluster Co-ordinator

Location: Cluster (Insert Cluster)

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, data management and reporting, compliance and general HR administration as well as providing a full range of administrative and operational support to the HR Cluster Manager and HR Cluster Adviser.

Duties and Responsibilities

Recruitment and Selection

- To coordinate the recruitment processes across the cluster academies, including scheduling and booking interviews and producing recruitment panel packs.
- To process staff appointment documentation for successful candidates, including offers letters, contracts of employment and all pre-employment checks and induction details.

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 maintain an accurate structure chart for employees in each academy and cluster
- To maintain an accurate and up-to-date single central registers.
- To contribute to the school workforce census annual return.
- To provide data and management information reports as required by the HR Cluster Manager or Adviser.

Compliance

- 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 coordinate the staff induction process.

General HR Administration

- To maintain an accurate and up-to-date electronic filing system for personnel records and other appropriate information.
- 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 timely.
- To process staff changes, staff leaving documentation and arrange exit interviews.
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates.
- To take minutes at formal meetings (e.g. discipline, grievance, capability, consultation).
- To monitor the use of fixed terms contracts and ensure that issues are followed up appropriately.

Other

- To work in collaboration with the Trust HR team as appropriate.
- To covering for absent colleagues including in other clusters and undertake other duties commensurate with the grade.

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 Co-ordinator 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.

PERSON SPECIFICATION

HR Cluster Co-ordinator

Essential (E), Desirable (D)

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Educated to level 2 in English and Maths • HR qualification (Certificate in Personnel Practice (CPP) or other relevant qualification) or relevant HR experience 	<ul style="list-style-type: none"> • Relevant qualifications in office administration and IT applications • Working towards CIPD qualified status.
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Experience of working in HR administration • Experience of using Management Information Systems 	<ul style="list-style-type: none"> • Experience of working in a similar role in a school 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 • Strong administrative and organisational skills • Excellent written and oral communication skills 	

Personal Characteristics		<ul style="list-style-type: none"> • Flexible, highly organised and able to multi-task and prioritise work to meet deadlines • Helpful and positive nature and ability to stay calm and diplomatic under pressure • Understanding of the importance of confidentiality and discretion • Resilience and determination to support HR processes • Detail oriented and able to take ownership of tasks and work with minimal supervision 	
Other Requirements		<ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of all pupils. • This post is subject to an enhanced Disclosure and Barring Service (DBS) check 	