



<b>Job Title</b>	HR Officer
<b>Grade</b>	Salary negotiable dependent on experience (Full time - 52 week contract )
<b>Closing Date</b>	Ongoing until sufficient shortlist is established
<b>Applications</b>	Please email <a href="mailto:recruitment@beckmeadtrust.org">recruitment@beckmeadtrust.org</a>
<b>Reports to</b>	HR Manager and Director of people and communications
<b>Liaison with</b>	Central Trust Team, Headteachers, Personnel, Payroll Provider, Administrators, Finance Assistants, union representatives and legal teams
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To be responsible for recruitment sourcing and advertising</li> <li>● To be responsible for managing complex employee relations and casework</li> <li>● To accurately maintain the schools' personnel data in a secure and confidential manner, to ensure an efficient and effective service to the trust</li> <li>● To be responsible for ensuring that all employees receive a contract of employment and the master contract information is accurate at all times</li> <li>● To be responsible for updating / consulting on HR policies and procedures</li> <li>● To lead on TUPE and onboarding on new staff and new schools to the trust</li> </ul>

<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>● To maintain manual and computerised personnel data</li> <li>● To be responsible for ensuring that all aspects of employment law are carried out in accordance with good practice, including:             <ul style="list-style-type: none"> <li>○ Issuing contracts of employment</li> <li>○ Induction and training</li> <li>○ Confidential management of complex casework</li> <li>○ To oversee sickness and absence monitoring procedures</li> <li>○ To ensure all policies and procedures are communicated to staff and are available on the external website</li> </ul> </li> <li>● To liaise with external agencies where appropriate</li> <li>● To ensure that the Headteachers, HR and exec team receive all the information they require regarding staff appointments and payments</li> <li>● To manage an effective tracking system of casework</li> </ul>
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	<ul style="list-style-type: none"> <li>● To manage an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts.</li> <li>● To ensure the probationary procedures for all staff are adhered to in accordance with the school's probation policy i.e. 8 &amp; 16 week reviews and 6 month confirmation of employment.</li> <li>● To advise other managers on probation policies and procedures.</li> <li>● To ensure that the HR team and Finance Office receives the information they require regarding staff appointments and payments.</li> <li>● To advise all staff on personnel-related issues such as Conditions of Employment, school procedures relating to personnel matters, pension rights and status, maternity and sickness entitlements, early retirement, etc.</li> <li>● To be responsible for all administrative procedures required in connection with changes to employment terms and conditions and resignation of staff, ensuring the appropriate policies are followed.</li> <li>● To provide customised reports including use of Arbor reporting tools.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To ensure annual statements of salary are issued to all staff (September for teachers, April for support staff).</li> <li>• To ensure that all personnel records are securely stored and that access is restricted to authorised personnel</li> <li>• To initiate and keep under review the personal development plans of all staff and submit recommendations to the Head Teachers / Central Trust Team on staff development and training needs.</li> <li>• To maintain a central record of the support staff performance management process, and prepare reports for the governing body as appropriate</li> <li>• To undertake administrative duties, as required.</li> <li>• To undertake any training commensurate to the post.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line managers.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

## PERSON SPECIFICATION

General Heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Successful experience of HR and administrative work in a busy school environment</li> <li>• Educated to NVQ Level 3 or equivalent</li> <li>• CIPD qualification preferable</li> <li>• Strong computer skills</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• Working knowledge of general school policies and procedures</li> <li>• Knowledge of employment law</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	Numeracy	<ul style="list-style-type: none"> <li>• Ability to count and undertake complex calculations</li> </ul>
	Technology	<ul style="list-style-type: none"> <li>• ICT literate</li> <li>• Ability to use spreadsheets, databases and other ICT applications</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to complete detailed reports, forms and letters</li> <li>• Attention to detail</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange verbal information clearly and sensitively with children and adults.</li> </ul>
	Languages	<ul style="list-style-type: none"> <li>• Overcome communication barriers with children and adults</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>• Ability to consult with colleagues in an effective way</li> </ul>
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy</li> </ul>
	SEN	<ul style="list-style-type: none"> <li>• Good understanding and support of the differences in children and adults and ability to respond appropriately in relation to the role.</li> </ul>

	Curriculum	<ul style="list-style-type: none"> <li>• Good understanding of the learning experience provided by the school in relation to the role</li> </ul>
	Child Development	<ul style="list-style-type: none"> <li>• Good understanding of the way in which children develop in relation to the role</li> </ul>
	Health & Wellbeing	<ul style="list-style-type: none"> <li>• Understanding of the importance of physical and emotional wellbeing.</li> <li>• Ability to support children who may be unwell</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Understanding of the role of others working in and with the school</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful relationships with children, their families and carers and other adults.</li> </ul>
	Team work	<ul style="list-style-type: none"> <li>• Ability to work effectively with other adults in the school</li> <li>• Ability to work on own</li> </ul>
	Information	<ul style="list-style-type: none"> <li>• Ability to provide timely and accurate information</li> </ul>
<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to work accurately with attention to detail</li> </ul>
	Time Management	<ul style="list-style-type: none"> <li>• Ability to manage own time effectively</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>• Ability to follow instructions effectively</li> </ul>
<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equality</li> </ul>
	Health and Safety	<ul style="list-style-type: none"> <li>• Good understanding of Health and Safety</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>• Understand and implement child protection procedures</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>• Understand procedures and legislation relating to confidentiality</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn in the role.</li> </ul>

- Ability to effectively evaluate your own performance and share knowledge with others.