



Human Resources Officer

Support Staff: Grade 7, Points 11 to 14

Trust Mission Statement

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



Job Purpose

The Human Resources Officer (HRO) will be responsible for supporting the Director of HR in the efficient and effective running of HR administration services within the Trust. The role will support the day to day operational running of the HR Department and Trust HR matters providing excellent customer service at all times.

Relationships

The HR Officer will report to the Director of Human Resources and will also develop the following working relationships:

- **HR Team** – Ensure that close working relationships are developed with the wider HR team to ensure that an effective and efficient service is in place for all Trust schools
- **Central Team** – develop close and effective working relationships, ensuring that an understanding is gained of the different work that each function does so that the team can work effectively together.
- **Head Teachers** – The HR Team are expected to provide an excellent service to Trust Head Teachers, therefore excellent working relationships will need to be developed for Head Teachers to put trust into the advice and guidance that is offered.
- **Office Managers/Operations Managers** – a lot of operational work will cross over between HR and the administration teams within the schools, therefore it is important that the HR Officer provides support, advice and guidance where possible, ensuring that excellent customer service is provided.
- **Wider Trust Staff** – The Trust will regularly receive calls and queries from Trust staff therefore the HR Officer will need to ensure that excellent customer service and a helpful attitude is provided at all times.
- **External Stakeholders** – The HR Officer may need to liaise with external suppliers and external individuals to support an effective running of the HR service.

BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (but not exhaustive) those relating to:
 - Child protection
 - Health, safety and security
 - Code of Conduct
 - Whistleblowing
 - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



Specific Responsibilities

HR Specific Responsibilities

- Deal with general day to day HR queries escalating hard to resolve queries to the HR Adviser/Director of Human Resources when appropriate
- Support project work and general ongoing development of the HR function
- Take minutes of HR meetings as required

Recruitment

- Support the HR Adviser in ensuring that all recruitment templates such as job packs, adverts and job descriptions are updated and maintained, working with school Head Teachers so ensure documents represent the school effectively
- Support the HR Adviser in developing and maintaining a central area for Trust wide job descriptions, sharing and advising on the appropriate job descriptions for recruitment across the Trust
- Support the HR Adviser in ensuring that a central resource is maintained for interview questions/processes for each recruitment process, taking a proactive approach in developing resources as appropriate and sharing for recruitment processes that take place
- Place adverts as required for Trust and Central recruitment using the necessary platforms to the Trust's advantage and always seeking the maximum exposure for adverts
- Advise Head Teachers and Business Managers on effective recruitment supporting them where necessary with their recruitment processes with interview documents/questions
- Draft job descriptions for review by the HR Adviser
- Support the development of written HR advice and guidance in relation to recruitment
- Take the lead on the E-Teach system utilising and developing capabilities of the system as they arise, communicating these with the Trust via the appropriate HR communications

Payroll

- Undertake all of the processing of payroll for the Trust seeking advice and guidance from the HR Adviser/Director of HR as appropriate
- Process new starters/leavers with the Trust's payroll provider
- Input changes to contracts with the Trust's payroll provider
- Ensure that appropriate paperwork is provided for the change/process that has been made
- Process monthly timesheets
- Provide deadline reminders to the Officer Managers/Operations Managers so that payroll deadlines are met
- Update the Trust's information management system with any payroll changes that are made
- Ensure that payroll changes are communicated to the appropriate members of the Finance Team

- Ensure that new starters and leavers are communicated with the Trust's IT Team

HR Administration

- Ensure that all offer letters, contracts of employment and change letters are sent out in a timely manner following internal HR processes
- Support the HR Officer with workforce information ensuring that all of the Trust systems are correct and up to date
- Ensure that excellent and timely records are maintained
- Support the general development of HR administrative processes



The Person

Good standard of GCSE's/Desirable CIPD qualification

Someone who is highly organised and can demonstrate the ability to prioritise workload as required

An excellent communicator, written and oral who is able to offer excellent customer service and establish strong working relationships

The Post Holder

A driven individual who strives for excellence at all times in order to offer a high quality service

Technically competent in relation to use of Microsoft Office

Someone with an empathetic nature who can provide appropriate first line advice as required

Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name:

Signed:

Date: