

TITLE OF POST:	HR Officer for Primaries
SALARY:	SO1 Pro rata
LOCATION:	Belmore Primary Academy and William Byrd Primary Academy. Travel between all trust sites may be required.
WORKING PATTERN:	Term-time only (including 5 inset days) (plus equivalent of up to 5 days per year as directed), total 40 weeks
LINE MANAGER:	Trust Director of HR & OD

Purpose:

To support the HR function to deliver a high quality, professional HR service to School Leadership Teams and Managers and the Trust HR Director with all aspects of Human Resources, Payroll, Recruitment, Training and Administration

- Supervise the recruitment process.
- Ensuring job description and person specifications are up to date.
- Prepare job adverts in conjunction with the relevant job descriptions and person specifications and place in the most effective media for the role (including school website)
- Ensure managers have completed the authority to recruit form for the position advertised and signed off by the head.
- Support SLT with interview preparations and ensure confirmation letters are sent out in a timely manner.
- Participate in Support Staff interviews where required.
- Make interview arrangements, prepare interview packs and carry out candidate checks.
- Oversee the post appointment admin for successful candidates, including all necessary pre-employment checks in line with safer recruitment (including volunteers)
- To carry out Enhanced DBS checks for all staff, governors and volunteers.
- Prepare contracts of employment for new members of staff.
- Provide candidates with all the necessary induction document and training and ensure they have completed these.
- Support managers with implementing an induction programme.
- Ensuring all accounts are setup for new starters including emails, SAMpeople and any others in use.
- Ensure line managers of new staff conduct regular probation meetings and annual appraisals.
- Process necessary forms for payroll (dataplan).
- Updating the single central register with all new appointments.
- Liaising with recruitment agencies as required and establishing and maintaining good working relationships.
- Ensuring all vetting documents are received from agencies for supply staff and added to the SCR.
- Arranging for SLT to complete exit interviews for all leavers.
- Ensuring all school property is returned by leavers and accounts are closed.

- To support with HR needs across the Trust as required by the Trust Director of HR.
- Support the Trust Director of HR and/or line managers with informal and formal HR processes.
- Take minutes for meetings as required.
- Produce reports for the HR & Pay Committee meetings as and when required.
- Ensuring compliance with Trust policies at all times.
- Maintaining confidentiality at all times and work in accordance with the General Data Protection Regulations (GDPR)
- To maintain up to date knowledge of policies, procedures and other guidance documents such as KCSIE.
- Maintain an up to date staff handbook.

- To be full responsible for maintaining a live and accurate SCR.
- Renewing DBS checks every four years for all staff and governors.
- Keeping accurate records of staff CPD.
- Keeping accurate records of vacancies, starters and leavers.
- Ensuring all staff have completed annual performance management/appraisals and manage all administrative aspects of the process.
- To maintain compliant and update HR and payroll systems and personnel files, both paper based and electronic systems supporting file audits as required to ensure files are up to date and legally compliant. E.g. Ofsted, Home Office, GDPR.
- To ensure all information for staff is accurate on SIMS/SAMpeople to produce the school workforce census.
- To be responsible for running the annual Staff Workforce Census.
- Ensuring all systems used within HR are accurately maintained.

- Maintaining accurate records of staff absences.
- Compile data on absences and ensure appropriate management systems are kept up – to date.
- Ensure all employees complete Return to Work forms with their line manager.
- Ensure all employees complete self certification forms.
- Reporting 'trigger absences' to line managers and arranging review meetings.
- Supporting line managers with absence management where necessary.
- Preparing invite and outcome letters for absence review meetings.
- Making occupational health referrals when necessary and reviewing the report with the employee and advising line managers and relevant staff of any workplace adjustments.
- Completing risk assessments as required and liaising with line managers and relevant staff if necessary.
- Maintaining contact with long term absent staff.

- To ensure staff have completed their maternity request forms and issued their MATB1 forms.
- To process the relevant forms for payroll and send confirmation letter with payment plan to member of staff.
- Complete maternity risk assessments and advise line managers and relevant staff of any workplace adjustments during pregnancy.

-
- Process smart forms ensuring SIMS and Datplan/Vera have accurate payroll information recorded in them.
- Ensuring the relevant forms are completed for pay changes.
- Produce contract change letters where necessary.
- To liaise with the bureau with any payroll queries.
- To be the first line of contact for staff with payroll queries and be able to resolve them quickly.

- Promote staff wellbeing services offered by the school. Support and offer guidance to members of staff with professional or personal issues.
- Recommend staff wellbeing initiatives across the school.

- Work flexibly and efficiently as part of a team and liaise closely with other team members.
- Always maintain a calm, positive and professional approach when dealing with all stake holders.
- Take responsibility for promoting and safeguarding the welfare of children.
- Contribute to the overall ethos/work/aims of the school/Trust.
- Participate in training, professional development and meetings as required.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of schools and the trust. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

Middlesex Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> ▪ Education to GCSE level with Maths and English A* - C or equivalent. ▪ HR training or qualification such as CIPD Level 3 or similar level or training or practice experience, or willing to work towards 	
Professional Experience	<ul style="list-style-type: none"> ▪ Relevant experience in HR 	<ul style="list-style-type: none"> ▪ Knowledge and experience of HR legislation within an Education or Public sector environment. ▪ Experience of working in a school office.
Professional Skills	<ul style="list-style-type: none"> ▪ Good ICT skills ▪ Effective written communication skills ▪ Effective verbal and listening communication skills ▪ Ability to maintain a high level of accuracy and attention to detail. ▪ Maintaining confidentiality at all times. ▪ Highly organised. 	<ul style="list-style-type: none"> ▪ SIMS experience ▪ SAMpeople experience ▪ SCR experience
Personal Qualities	<ul style="list-style-type: none"> ▪ Self motivation and personal drive to complete tasks to the required timescales and quality standards. ▪ Tact and diplomacy in all interpersonal relationships with pupils and colleagues at work. ▪ Flexibility to adapt to changing workload demands and new school challenges. ▪ Reliability and integrity ▪ Resilience ▪ Personal commitment to continuous self development. ▪ Commitment to school improvement. 	