

BMAT HR Officer

Based at Beacon Multi-Academy Trust

36 hours per week, 52.14 weeks per year
LBR 05 - LBR 07, £25,137 - £31,557 per annum dependent on experience
Start Date: ASAP

Beacon Multi-Academy Trust comprises of five provisions, located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusion, prudence and successful outcomes and care for all.

We are seeking to appoint a proactive and experienced HR Generalist. The successful candidate must hold a recognised HR qualification or the equivalent HR experience.

The successful applicant will:

- Have varied and sustained HR generalist experience
- Have experience of HR functions and processes
- Be process driven and analytical
- Be able to use their own initiative and have an excellent eye for detail
- An excellent communicator with excellent interpersonal skills
- Enjoy working in a busy HR environment with changing priorities

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)
[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Purpose of role

- To contribute to the provision of a proactive, effective and efficient HR service for the Beacon Multi Academy Trust.

General Duties and Responsibilities

Key Responsibilities/Accountabilities:

- Understand and advise on the application of Keeping Children Safe in Education, Safer Recruitment, BMAT HR policies, processes and systems across the Trust, including BEST Ltd
- Assist in the formulation and implementation of robust HR processes and systems
- Contribute to the successful achievement of HR action plans by organising and prioritising workloads, processing work efficiently and reporting on the progress until completion
- To manage activities as directed associated with the entire employee cycle including on boarding and off boarding processes, recruitment, the SCR, personnel files, absence management and BMAT personnel employee administration.
- Set up systems and processes with the CSI Manager to ensure that information and data for the monthly payroll is accurate
- Work as part of an integrated central service support function including MIS, Finance and Payroll functions
- Completion of safeguarding checks:
 - References
 - Enhanced DBS checks
 - Qualification checks, right to work in the UK
- Ensure the Single Central Register is compliant and up to date
- Assist in the preparation of the School Workforce Census and Gender Pay Gap Report
- Ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation, including the SCR
- Ensure HR policies and procedures are up to date
- Understand the nature of this role and ensure confidentiality
- To be a point of contact for all HR related queries through a process driven approach
- Gain HR Generalist experience through the rotation of team priorities in line with the HR strategy and action plan
- Proactively maintain and update electronic and filing systems and ensure they are 100% accurate to support in the preparation of HR reporting and metrics
- Process pre-employment screening for candidates/new starters including, essential safeguarding and right to work checks
- Track Probationary documentation, liaising with Line Managers and supporting as required.
- Ensure absence information is tracked and updated daily to inform the absence management process
- Escalate any business-critical issues to the CSI Manager and/or Trust Executive
- To ensure that all employee data and electronic files are secure, accurate, up-to-date and fully compliant with SCR requirements and all relevant legislation
- Process HR forms and ensure the correct paperwork is sent to employees in a timely manner including, but not limited to, maternity and paternity documentation, amendment to contract letters, preparation of pay review documentation and letters
- Ensure compliance of the return to work process across the Trust
- Support line managers through the investigation and disciplinary process as required
- Contribute to the continuous improvement of the HR service
- Maintain and track all recruitment data and produce regular analysis and reports on performance
- Process and complete reference requests for all contracted employees, identifies any potential issues and refers to the Line Manager for prompt action
- Liaise with the CSI Manager to drive and implement effective system change within the department



The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Person Specification					
		Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications					
1. Chartered member of the CIPD or equivalent HR experience	E				
2. Level 2 Qualification at grade C or above in English, Maths, and Science	E				
3. HRM degree	D				
4. Experience within the education sector	D				
Knowledge / Skills / Experience					
5. Proven experience of working in an HR team through a period of change, transformation and growth.	E				
6. An understanding of the key responsibilities of operational HR staff, HR best practice and statutory employment law	E				
7. Experience of using, developing and implementing HR systems and procedures	E				
8. A good understanding of the HR function and duties of a school/academy	D				
9. Proven experience of coordinating the flow of information.	E				
10. Experience of using, developing and implementing HR systems and procedures.	E				
11. A forensic eye for detail and accuracy of data	E				
Attributes					
12. Demonstrable experience of dealing with all stakeholders effectively	E				
13. Strong organisational skills and attention to detail; a team player, but with the ability to work under own initiative to deliver to tight deadlines	E				
14. The ability to absorb information readily and speedily and work under pressure	E				
15. Excellent IT skills with strong expertise in Word applications such as Excel; proficient in the use of IT packages and HR/Education Databases.	E				
16. A comprehensive understanding of processes and procedures; ability to adapt to change and service improvements	E				



17. A good understanding of the need for confidentiality and secure HR systems.	E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Commitment to and understanding of equal opportunities and safeguarding	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Flexibility as the role may require working between Academies within the Trust within different areas of HR responsibility to gain experience and understanding	E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Adhere to all BMAT policies and procedures	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

