

JOB DESCRIPTION

Job Title	People Officer
Job Type	6 month fixed term contract
Job Hours	36 hours a week x 52.143 weeks per year
Pay Grade/scale	LBR6 (18-20) - £34,416 - £35,448
Location	Trust Wide
Responsible to	Director of People

RESPONSIBLE FOR: CONTRIBUTING TO THE PROVISION OF A HIGH QUALITY, HR SERVICE.

JOB PURPOSE

1. To support the Director of People by contributing to the provision of a high quality, competitive, commercially aware and cost-effective HR service for the Trust.
2. To provide a full range of administrative, payroll and pension-related tasks.
3. Acting as the first point of contact for staff members with employee queries, responding in the most appropriate manner.
4. Maintain and update employee records, documents and databases.
5. To have a good understanding and knowledge of HR related administration and payroll issues and will develop professional practice excellence to meet the changing demands of the role.

DUTIES AND RESPONSIBILITIES

KEY TASKS

- Provide a Trust HR administration and payroll liaison service; acting as the point of contact for contractual and Payroll queries.
- Respond to contractual queries from managers and employees providing advice or signposting as appropriate.
- Ensure that guidance and advice to customers at all times reflects and reinforces Trust agreed policy and good practice. Provide a high quality of customer care and service.

RECRUITMENT/ONBOARDING

- Administrator for school recruitment and selection, ensuring adherence to legislation, best practice and Trust policies. This includes writing and placing adverts, arranging shortlisting and interview packs; liaison with candidates and managers.
- Carry out defined safer recruitment and vetting checks
- Preparing information for and administration for the Single Central Record.
- Process contractual paperwork in accordance with Policy templates and Trust toolkits, working with the Director of People and Head Teachers on any bespoke requirements.
- Administer starter/leaver contractual change processes including letters of appointment, statement of particulars, induction/ starter packs, ID badges, payroll set up and amendments, contract change letters and exit questionnaires.

PAYROLL

- Responsible for all payroll processes and any relevant pension administration.
- Responding for payroll and contractual queries signposting and referring as appropriate.
- Responsible for the payroll processes for; annual leave, absence, maternity, paternity, adoption, shared parental leave and parental leave and notifications to relevant senior persons as applicable.

ABSENCE MANAGEMENT

- Upload weekly absences onto relevant software i.e. Access People, MIS, Activ Absence, SAS Insurance Portal.
- Administer annual leave, absence, maternity, paternity, adoption, shared parental leave and parental leave processes. Prepare and issue the relevant policy paperwork for HR processes such as these. Monitoring timescales as defined by the policy processes and ensuring signed paperwork is recorded on the personnel files. Conduct return to work interviews where appropriate.
- Prepare return to work paperwork following absence policy and escalate if appropriate.

Data Management

- Ensure employee records are accurate and up to date. Data entry using Integris HR module, regular and ad hoc reporting, and an annual data cleansing exercise ensuring the Trust is GDPR and audit compliant, and following the Trust Recruitment and Retention policy.
- Ongoing administration and maintenance of the Single Central Record.
- Supporting and producing the annual salary statements for teaching staff.
- Carry out the data collection of the Schools Workforce Census, analyse and action errors, and submit after Principal approval.

AS REQUIRED

- Support the administration of employee relations meetings and/or hearings by minuting meeting and distributing notes for circulation as appropriate.
- Promote effective, open and honest working relationships with all colleagues and stakeholders.
- Act in such a way that at all times the health, well-being of students and vulnerable adults is safeguarded.
- Be familiar and actively promote the Safeguarding policies of the school and Trust, and completing all essential/ mandatory training in this area.
- Process confidential and sensitive data with a high level of accuracy.
- Comply with the Trust support services, procedures and policies relating to child protection, health and safety, confidentiality and data protection.
- To be responsible for your own continuing self-development, undertaking training as appropriate.

OTHER

- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate.
- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate.
- Any other reasonable duties as directed by the Director of People.
- These responsibilities may be varied from time to time to meet the changing needs of the Trust, but any changes will not alter the general character of the post nor the level of responsibility.

SAFEGUARDING

The Trust is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks from previous employers.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Trust policies on health and safety.