



Job Description

Job Purpose

To provide a range of administrative and practical HR services to support the effective and efficient running of the HR department within the Academy. To promote the highest standards of service delivery for all aspects of this role. This can involve a high level of confidentiality, communication and sensitivity.

Main Responsibilities

The HR Officer will undertake an agreed supporting role within the HR Department. Core duties will be focused on recruitment and retention of personnel within the Academy. This role includes supporting the HR Manager in matters of HR Policies and maintenance of statutory records, data and other documents in accordance with United Learning procedures.

Specific duties

- To manage all recruitment and selection administrative procedures and ensure they are carried out in accordance with United Learning's policies and procedures; to advertise vacancies; produce interview administration documents; organise and run interview days
- To ensure that all Safer Recruitment checks (Enhanced DBS check, references, medical etc.) are completed prior to any member of staff/contractor/volunteer/supply worker/other, being in the Academy; also to ensure that the Single Central Record is kept up to date with all staff and non-employee records, in line with guidelines.
- To support the HR Manager with the payroll process including entering all contractual changes, new starters and leavers on ITrent.
- To lead the New Starter and On-Boarding processes ensuring Safer Recruitment and DBS compliance is followed
- To support staff by dealing sensitively with their enquiries, offering help and guidance as appropriate, including completing risk assessments
- To complete Occupational Health Assessments and chase outstanding paperwork.
- To ensure the new starter process is completed liaising with line managers so that new starter inductions, probations and performance development reviews take place in the appropriate time frames.
- To maintain employee personnel and training files ensuring they are accurate and up to date and undertaking audits to ensure the relevant paperwork is held
- Ensure that accurate personnel records including sickness and other absences are logged, maintained, and entered on ITrent.

General Responsibilities

- Typing, scanning and copying of emails, letters, contracts, change forms, references and any other relevant HR documentation.
- Be a point of contact for general HR enquiries within the Academy
- Assist with HR meetings, taking minutes as required
- To support the HR Manager ensuring personnel records are kept up to date and are in line with the role requirements
- Filing and archiving
- Maintain confidentiality at all times in respect of Academy-related matters and prevent disclosure of confidential or sensitive information.
- To be able to work independently with initiative and flexibility
- To participate in agreed professional development activities and the Academy's framework for performance management.
- Attend INSET and relevant meetings as required
- Undertake any other reasonable duties as requested by the Principal or SLT or Line Manager

Links

- To report to the HR Manager
- To work closely with the United Learning HR team, who will offer support and guidance with all HR matters
- to maintain good communications and working relationships with all stakeholders including job applicants, governors, staff and external agencies contacting them as required promptly and efficiently
- Undertake relevant training to enhance personal development, using the knowledge to benefit the Academy

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

BHN March 2024