

## Job Description Support Staff

Role:	Cluster HR Officer
School:	Beckfoot Heaton Cluster – Beckfoot Heaton Primary School & Nursery & Beckfoot Upper Heaton
Salary/Grade:	Band S01 – P01 subject to qualifications and ability
Reporting to:	Cluster Business Manager

### Corporate Responsibilities:

- To provide high quality human resources support schools in accordance with our 'People First' strategic anchor and employment legislation requirements, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- Comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Uphold an individual and organisational commitment to a culture of safeguarding for all
- Be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children

### Key Duties and Responsibilities:

- Responsible for delivering an remarkable operational support service on a range of HR / Payroll queries and requirements, providing solutions and support as appropriate
- Line-manage and lead on recruitment, induction, and appraisal of designated HR support staff, providing effective communication, training and mentoring to enable staff to carry out duties
- Plan, develop and implement effective systems and services to manage all aspects of the employee life cycle ensuring high standards of compliance in practice and continued focus on equality and diversity, staff wellbeing and belonging throughout.
- Provide assurance checks in line with Trust and statutory HR requirements
- Act as the main point of contact for staff in cluster schools for all matters relating to HR, responding where appropriate or referring to colleagues
- Communicate effectively with the Cluster Business Manager and leadership colleagues to plan activity in relation to staffing requirements
- Responsible for the efficient preparation and coordination of process and documentation in relation to safer recruitment, including advertising, appointment and induction of staff, promoting the school and Trust positively throughout and ensuring a positive candidate/employee experience
- Responsible for ensuring that new starter employment checks are complete and maintaining a compliant SCR in line with statutory requirements
- Responsible for timely issue and return of contractual paperwork as required
- Ensure utilisation and maintenance of HR systems to record all staff training and policy awareness
- Responsible for accurate and timely payroll returns with all relevant information for staff to be paid, ensuring agreed changes are submitted for staff and leavers and conducting regular payroll assurance checks

<ul style="list-style-type: none"> <li>• Oversee absence procedures, ensuring absence is recorded accurately and implementing appropriate follow up procedures to support staff and managers in sustaining their welfare and attendance</li> <li>• Monitor long term sickness / leave and support colleagues in planning return measures</li> <li>• Support the administration of whole school training and appraisals as appropriate</li> <li>• Link to the cover for lessons process.</li> <li>• Support / deliver implementation of HR changes / projects.</li> <li>• Develop and prepare reports and management information, with interpretation as required</li> <li>• Collate and report on HR statistics as required.</li> <li>• Maintain accurate records using relevant systems in line with policy and records management procedures</li> <li>• Provide occasional cover or support for colleagues operating in HR across the Trust</li> <li>• Attend and support HR meetings</li> </ul>	
<b>Professional development:</b>	
<ul style="list-style-type: none"> <li>• To be committed to own professional development, demonstrating the desire to be better tomorrow than you are today</li> <li>• To establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role</li> <li>• Seeks feedback and acts on it to improve performance</li> </ul>	
<b>Other Considerations:</b>	
<ul style="list-style-type: none"> <li>• Maintain confidentiality at all times and professionally deal with all matters</li> <li>• Accept and commit to the principles underlying the Trust Equal Rights policies and practices.</li> <li>• Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.</li> <li>• Willingness to be flexible to attend staff meetings/training sessions outside of usual hours.</li> <li>• Must be legally entitled to work in the UK</li> </ul>	
<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Advanced Threshold Fluency Duty Required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> <li>• Express themselves fluently and spontaneously at length effortlessly.</li> <li>• Explain difficult concepts simply without hindering the natural smooth flow of language.</li> <li>• Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.</li> </ul>	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	July 2022

<b>Role:</b>	<b>Cluster HR Officer</b>		
	<b>Requirements</b>	<b>Essential Desirable</b>	<b>Identified</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>GCSE (A-C) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2.</li> <li>CIPD Level 3-5 or equivalent or willing to work towards the qualification</li> <li>Evidence of relevant CPD activities</li> </ul>	E  D E	<b>Application</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of HR service delivery</li> <li>Experience of supporting school-based HR</li> <li>Experience of using management information systems</li> <li>Awareness of Multi-Academy Trusts / working across sites</li> </ul>	E D  D D	<b>Application Interview</b>
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>Lead and work constructively as a part of a team to deliver excellent service</li> <li>Excellent communication and interpersonal skills</li> <li>Effective ICT skills within an office environment and knowledge of Microsoft Office.</li> <li>Knowledge of relevant policies and guidance and awareness of relevant legislation.</li> <li>Knowledge of School Teacher Pay and Conditions</li> <li>Ability to interpret information</li> <li>Ability to influence and lead managers to solutions</li> <li>Ability to work with agility and add capacity in the Trust</li> <li>The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.</li> <li>Ability to relate well and work effectively with children and adults.</li> <li>Questioning and active listening skills</li> <li>Able to handle conflict and sensitive situations</li> </ul>	E E  E E D E D  D  E  E E E	<b>Application Interview</b>
<b>Character / Values</b>	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A passion for education and a deep-felt desire to make a difference for young people</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> </ul>	E  E   E	<b>Application Interview</b>

	<ul style="list-style-type: none"> <li>• Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>• Understand the importance of work/ life balance</li> <li>• Flexible and hardworking</li> <li>• Interest in the Trust's wider role in the community</li> </ul>	E E  E E E D	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>	E  E	References Interview
Equality	<ul style="list-style-type: none"> <li>• Commitment to, and evidence of, promoting diversity and equal opportunities</li> </ul>	E	Interview