

Job Description

Post: Executive Services and HR Officer

Purpose

To challenge educational and social disadvantage by providing administrative and organisational support to the Executive Team and central Trust HR function in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Work in close partnership with the Head of Executive Services to provide administrative and organisational support for executive and central services whilst maintaining high standards of professionalism and confidentiality.
- Actively monitor executive diaries, managing diary commitments and organising internal and external meetings as required including rooming, hospitality and travel, where appropriate with associated expenses.
- Respond to organisational needs as they arise with a willingness to seek and embrace enhanced working methods.
- Maintain membership records and support the meeting structure of the cross cutting teams in line with Trust IT strategy.
- Schedule meetings; prepare and circulate relevant documentation / resources within agreed time scales; attend and minute meetings as requested and support the completion of actions as appropriate.
- Welcome visitors to the Trust, ensure appropriate arrangements are in place and all feel valued.
- Support the construction, review and proofing of Trust documents in line with brand guidelines.
- Filter incoming communications including phone calls and correspondence, and coordinate appropriate responses.
- Assist in tracking workflow, deadlines and output for executive services as agreed.
- Co-ordinate central HR administration and recruitment duties, including the organisation of induction and arrangements for on-boarding new employees.
- Work with the Trust HR and Payroll Manager to maintain the single central record of central staff and employee personnel records.
- Maintain the central MIS (iTrent / Smartlog) by working with the HR function of the Trust.
- Assist with planning and coordination of activities and events including the Trust Conference and ensure all involved experience a first class service.
- Participate in the Trust coaching process.
- Engage fully in the Trust appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the trust's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified and required by executive services.
- Consistently implement all Trust policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Executive Team.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.