

# Job Description and Person Specification

## Role

Cluster HR Officer  
Beckfoot Trust

Salary/Grade: Band S01 – P01 (subject to qualifications and ability)  
Reporting to: Cluster Business Manager

# JOB DESCRIPTION

## 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
- Adhere to the principles of alignment in the One Trust Contract
- 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
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- 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 a 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 and payroll 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
- Oversee absence procedures, ensuring absence is recorded accurately and implementing appropriate follow up procedures to support staff and managers in sustaining welfare and attendance
- Monitor long term sickness / leave and support colleagues in planning return measures
- Support and administer arrangements for casework if required in line with Trust policy and procedures
- Support the administration of whole school training and appraisals as appropriate
- Link to the cover for lessons process
- Support / deliver implementation of HR changes / projects.
- Develop and prepare reports and management information, with interpretation as required
- Collate and report on HR statistics as required
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide occasional cover or support for colleagues operating in HR across the Trust
- Lead and support meetings, and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the school, support the life of the school and work within the overall aims and objectives of the school

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal appraisal and coaching opportunities

# JOB DESCRIPTION

- Share and support the Trust's ethos to provide and monitor opportunities for personal and academic growth and success

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

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.

## **Advanced Threshold Fluency Duty Required:**

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:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

**Date: February 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Cluster HR Officer

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2</li> <li>• Evidence of relevant CPD activities</li> <li>• CIPD Level 3-5 or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of HR service delivery</li> </ul>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Knowledge, Skills and Ability	<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>• Ability to interpret information</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>	<ul style="list-style-type: none"> <li>• Knowledge of School Teacher Pay and Conditions</li> <li>• Ability to influence and lead managers to solutions</li> <li>• Ability to work with agility and add capacity in the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• A belief in education and commitment to high levels of service to make a difference for young people</li> <li>• Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>• Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the school's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

# PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<p>sensitivities; have personal pride and lead by example</p> <ul style="list-style-type: none"> <li>• Understand the importance of work/life balance</li> <li>• Resilient, flexible and hardworking</li> </ul>		
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> <li>• Flexible to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>