

Job Description

Teachers and Support Staff

Role:	Cluster HR Officer
School:	Beckfoot Upper Heaton
Salary/Grade:	Band 8 SCP 17-22
Reporting to:	Cluster Business Manager

Core Purpose of the Post:

To assist in the provision of high quality professional, flexible, proficient and constructive human resources support to Beckfoot Upper Heaton and Beckfoot Heaton Primary School & Nursery.

Responsible to the Cluster Business Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Cluster Business Manager they would be expected to liaise with Senior staff to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to the school, the Trust and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the Schools to public and external agencies.

Main Duties and responsibilities:

Provide a high level of human resources support to the schools in the Cluster including:

- Ensuring all policies and procedures are up to date
- Maintaining an accurate Single Central Record
- Overseeing the cover for lessons process within an agreed budget
- Utilising the HR software packages available to record all staff details including training and policy awareness.
- Managing the timely and accurate upload of payroll details to the payroll provider (including starters, leavers, contract changes, overtime and absence information)
- Processing new starters and leavers on all HR systems, including setting up personnel files
- Contracts of employment, offer letters and other contractual paperwork as required, ensuring the schools comply with best HR practice and relevant employment legislation
- Prepare monthly reports for the Cluster Business Manager and Central Trust Team.
- Undertake salary checks, 10% monthly and a full check bi-annually.
- Organising DBS checks as required
- Organising staff recruitment (including advertising, arranging the interview days and all required documentation)
- Obtain all checks for new starters including chasing reference, DBS check etc
- Preparation of absence documentation and recording on computerised HR system
- Drafting letters in line with HR policies
- Administration of whole school appraisals as appropriate
- Routine administration duties associated with the Human Resources office.
- Filing
- Provide occasional cover support for other colleagues operating in HR, administrative and reception functions
- Produce data/information/reports as required
- Attend HR meeting and take minutes
- Attend staff meetings offsite as required

Supervision and range of decision making:

- Will work under own initiative, sometimes under supervision (however this may be remote as at times they may be asked to support at other schools within the Heaton Cluster), working to the priorities set by the Cluster Business Manager

- Responsible for the Line Management and allocation of work to the HR & Payroll Administrator
- To contribute to the overall ethos/work/aims of the trust.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- Frequently dealing with routine and occasional less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorisation for action.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.

Communications and working with others:

- To demonstrate excellent communication skills.
- To always work collaboratively for the benefit of the Trust.
- Provide general HR advice and guidance to staff.

Resources:

- Operate relevant equipment/complex ICT packages.
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake routine financial administration.

Professional development:

- To participate in training opportunities and professional development as required.

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead (DSL) or the Headteacher.
- To act in accordance with General Data Protection Regulations (GDPR) and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, parents/carers, external providers etc.
- You are expected to be aware of health and safety policies and procedures
- Report all concerns to an appropriate person.

Safeguarding: 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).

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.

Notes: 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

Date:

01/03/2020

Person Specification
Teachers and Support Staff

Role:	Cluster HR Officer	
	Essential Requirements	How Identified
Qualifications	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 4.	Application
Experience	Experience of school based HR functions and Teacher Terms and Conditions would be desirable Working across multi sites Experience of using management information systems	Application References Interview
Training	Awareness/knowledge of productivity tools and processes – working smartly Awareness of Multi Academy Trusts	Application Interview
Knowledge, Skills and Ability	Awareness/knowledge of productivity tools and processes – working smartly To lead and work constructively as a part of a team To have excellent communication skills particularly written. Effective ICT skills and software applications within an office environment. Full knowledge of relevant policies and guidance and awareness of relevant legislation. Be up to date with current practice relevant to the role Ability to interpret information and to devise policy/practices. The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. Evidence of continuing and relevant professional development. Ability to relate well to children and adults. To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Application Interview
Personal Circumstances	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school Interest in the school's wider role in the community	Application Interview
Disposition and Attitude	A passion for education and a deep-felt desire to make a difference for young people. To like young people and be liked by them To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example. Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development.	Application Interview References
Physical	Resilient Excellent attendance and punctuality.	References Interview

Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview
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