

JOB DESCRIPTION

POST: HR Officer
GRADE: 6 (Point 15 – 20)
LOCATION: SAND Head Office plus Trust schools as and when required

JOB PURPOSE

To provide HR advice to all employees regarding pay and procedures and to undertake the effective provision of HR support for the Trust, ensuring that all communication and record-keeping systems are maintained to a high standard.

MAIN DUTIES AND RESPONSIBILITIES

- To respond to day-to-day queries from the Academies and managers across the Trust on HR policy, procedure and best practice in a timely and accurate manner.
- To manage own casework on all employee relation issues from disciplinary, grievances, maternity, consultations and any other HR cases as required.
- To ensure all advice is fully compliant with employment law, including (but not limited to) the Equality Act, Data Protection and Safer Recruitment legislation.
- To prepare and provide attendance reports for schools using the Trust's HR System.
- To produce management reports as required.
- To support in organisational change initiatives and employee relations matters including supporting formal hearings where necessary.
- To assist with policy development and updates as necessary.
- To support Trust schools with advice and guidance around recruitment advertising, candidate packs, interview guides and assessment materials.
- To provide training, advice and guidance on improvement processes relating to recruitment within the Trust.
- To take accountability and responsibility for own project deliverables as required as part of objective setting and departmental continuous improvement.
- To support with the administration of any Trust benefits programmes and implementation of any new processes/systems.
- To ensure that all HR related administration is processed efficiently and appropriately.
- To process payroll monthly within agreed deadlines.
- To verify Right to Work in the UK checks.
- To maintain the Single Central Records ensuring accuracy and completeness.

GENERAL DUTIES

- To maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff.
- To maintain the confidentiality of all School's records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act.
- To participate in meetings with colleagues relative to the post.
- To undertake other tasks as reasonably requested.
- To operate IT equipment as appropriate, and keep up to date with developments in IT.
- To participate in the Trust's appraisal programme.
- To represent the Trust in all areas of HR as required in a professional and business-like manner.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

HR Manager

PRINCIPAL CONTACTS

School and Central staff and external HR advisers

SPECIAL CONDITIONS

- The postholder will be expected to support, and work, at other schools within the MAT.
- Annual leave is to be taken in agreement with the HR Manager and there may be restrictions of taking annual leave during busy periods and month-end deadlines. Annual leave must not be carried over.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as

may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Signed:.....(employee)

Signed:.....(HR Manager)

Date:.....

**PERSONAL SPECIFICATION
HR Officer (SAND Head Office)**

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> CiPD qualification (or working towards) experience of pay and HR procedures willingness to undertake necessary training 	<ul style="list-style-type: none"> working knowledge of BPS/Edupay experience of school pay and HR procedures familiarity with relevant computer systems (BPS/Edupay)
Knowledge/Skills	<ul style="list-style-type: none"> good literacy and numeracy skills excellent verbal communication skills active listening skills a methodical and accurate approach attention to detail effective use of ICT ability to build effective working relationships ability to recognise and deal with stress appropriately knowledge of guidance and requirements around safeguarding children ability to manage information in a confidential manner ability to prioritise and meet deadlines ability to work flexibly to meet deadlines and respond to unplanned situation ability to work under pressure ability to work independently ability to work as a team member 	
Personal qualities	<ul style="list-style-type: none"> able to maintain confidentiality in all circumstances proactive approach to work, being responsive, empathetic and supportive to all within the MAT able to establish effective relationships with those working in the MAT 	

	<ul style="list-style-type: none"> ability to build and form good relationships with colleagues supportive and helpful attitude to all staff 	
Knowledge & values of the Trust	<ul style="list-style-type: none"> demonstrate a commitment to the wider work of the Trust 	<ul style="list-style-type: none"> ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> the postholder will be expected to support, and work, at other schools within the MAT annual leave is to be taken in agreement with the HR Manager and there may be restrictions of taking annual leave during busy periods and month-end deadlines. Annual leave must not be carried over 	<ul style="list-style-type: none"> full, clean driving licence with Business Class cover