

ASPIRE SCHOOLS TRUST	
JOB DESCRIPTION	
JOB TITLE: Human Resources Officer	
REPORTS TO: Chief Financial Officer	
1.	<p>PURPOSE OF JOB: To provide comprehensive HR support across the Trust. To review and enhance HR systems and policies, in tandem with Trust development.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>Employee Relations, Policies and Procedures</p> <ul style="list-style-type: none"> • Providing day to day support and advice to employees in all HR matters • Coaching and providing HR advice to line managers to ensure compliance with employment legislation as well as best employee relations practice • Manage employee relations casework e.g. disciplinary, grievance and absence issues for Trust schools • To update and maintain policies and procedures linked to HR, as necessary to ensure adherence to statutory guidance • To undertake the administration related to all processes connected to the life cycle of staff, from induction to leaver processing • To liaise with Trust Executive Leadership team, trustees/governors to update and maintain policies linked to HR, as necessary to ensure adherence to statutory guidance • To deal with pay and benefit queries from staff, including explaining payroll calculations where necessary • To implement, review and develop staff benefits <p>Learning and Development</p> <ul style="list-style-type: none"> • To support line managers through the performance management process as required • To assist with development of school administrators with HR responsibilities • To support line managers through identification of training needs and providing development opportunities <p>Recruitment & Selection</p> <ul style="list-style-type: none"> • To manage recruitment projects – including placing adverts, managing applications, coordinating interviews, requesting references and other employment checks • To follow Safer Recruitment guidance in accordance with Keeping Children Safe in Education • To liaise with schools to ensure initial induction is completed at local level, taking an active role where required • To raise contractual paperwork, liaising with payroll <p>Data Management and Administration</p> <ul style="list-style-type: none"> • To complete reports as required by the Trust, governors and external bodies involved with the school, e.g. workforce census returns, pensions reports, quarterly vacancy return • To maintain staff personnel administration systems (online directories and documentation files) – including filing • To keep up to date with changes in legislation including around Safeguarding • To maintain up to date knowledge of data protection legislation • To work closely with the Trust payroll providers – to ensure payroll and pension records are accurate (adding new staff, contract variations, overtime, deductions for salary sacrifice) <p>General</p> <ul style="list-style-type: none"> • To keep up to date with Employment Law and best practice, particularly within the education sector • To undertake regular CPD to maintain own professional practice

3.	<p>MANAGEMENT OF PEOPLE None</p> <p>SUPERVISION OF PEOPLE Responsible for the development of school level administrators with HR responsibilities.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Work generally within set HR and employment law procedures and guidelines, with plenty of scope for initiative in solving day to day issues.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with Trust Executive Leadership Team, School Leadership Teams, teaching and support staff, pupils and visitors to school. Contact with external agencies e.g. solicitors, DfE, payroll provider</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion Whilst work is within clearly defined rules and procedures, there is scope for use of own initiative.</p>
	<p>b) Consequences Impact would be on individual or group within school(s) for example inaccurate returns to payroll; this would be easily identified and quickly remedied.</p>
7.	<p>RESOURCES The postholder will be responsible for security of confidential personnel and payroll data.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands The post is subject to interruptions, tasks are interchangeable and good prioritisation skills are necessary to ensure that interruptions do not impact on overall workload.</p>
	<p>b) Physical Demands There may be prolonged periods of working on a computer.</p>
	<p>c) Working Conditions Well lit\ventilated office environment.</p>
	<p>d) Work Context Dealing with sensitive and confidential HR issues.</p>
9.	<p>KNOWLEDGE AND SKILLS CIPD qualification or relevant HR experience Good interpersonal and communication skills. Highly organised and able to multi-task/prioritise. HR/Employment law knowledge. IT Literate, computer skills.</p>
10	<p>GENERAL</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal opportunities policies.</p>	
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.</p>	

Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]