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## Job Description for Human Resources Officer

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**Responsible to:** Senior Human Resources Officer

**Based at:** Primarily at New College Doncaster with part of the working week to be based at the Trust Headquarters in Normanton.

### OVERALL PURPOSE OF THE POST

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Our aim is to provide a first class HR service Trust-wide to support our academies to be the employer of choice, delivering outstanding education to young people in the area.

As a HR Generalist, the Human Resources Officer will work as part of the Trust HR Team to provide a comprehensive range of HR support, taking a lead on HR work and employee relations matters for a particular academy within the Trust.

Each HR Officer will also lead on specific allocated areas of HR work across the whole Trust, such as recruitment and selection, training, health and wellbeing etc.

### MAIN DUTIES

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- Lead on the recruitment of staff for the College in line with Trust protocols, to include all aspects of the process from end to end (assist in the preparation of job descriptions and person specifications, drafting and placing job adverts, processing application forms, preparing shortlisting paperwork, arranging all aspects of the recruitment day, advising interviewing managers, adherence to Keeping Children Safe in Education (KCSIE) guidance, drafting offer letters.
- Administer the new starter process, including completing all pre-employment checks and inputting on the Single Central Record (SCR) in line with Trust procedures and legislation. Ensure IT and logins are set up for new starters ahead of their start date.
- Be responsible for the designated site Single Central Record, ensuring it is kept up to date and accurate for all staff, volunteers and contractors and ensure that any additional required actions are taken (eg, risk assessments in place where necessary or further guidance sought from Senior HR Officer/Director of HR), including meeting regularly with senior staff for quality assurances purposes.
- Responsible for drawing up contracts of employment for all new staff and ensure appropriate written confirmation of any changes to employment contracts are distributed to staff on their start date or before and forward for payroll processing.
- Create and maintain accurate employee records on the electronic HR system (personal details, employment history, absence etc) and be responsible for the accuracy and updating of the data specifically relating to your college. Produce reports from the system and as when required.
- Be responsible for processing contractual change information for your college, obtaining relevant authorisations, preparing appropriate documentation, following internal processes to notify other teams as relevant, updating the HR system and ensuring relevant records are prepared for payroll to support accurate and timely monthly payroll processing by the Finance Team. Process length of service changes/rewards.
- Managing employee family friendly processes in line with the Trust policy, legislation and best practice – holding relevant meetings, ensuring necessary paperwork is completed and followed up in writing, updating the HR system and liaising with payroll as appropriate.
- Manage flexible working requests in line with Trust policy, legislation and best practice – holding relevant meetings, ensuring decisions and outcomes are properly documented (involving payroll where there are implications) and providing support to managers during the process.
- Be responsible for the monitoring and reporting of staff absence on your site, including daily recording of staff absences and formal monthly absence data reporting. Ensure all relevant documentation is obtained (eg, fit notes, special leave evidence), updating of the HR system, ensuring policies are adhered to and

appropriate actions taken, provide advice on relevant HR policies, work with relevant managers/external agencies to arrange cover as appropriate.

- Application and the Trust Sickness Absence Policy – supporting absent staff, conducting welfare checks, arranging and holding staff absence meetings, making occupational health referrals where appropriate, liaising with managers, signposting to the Employee Assistance Programme where appropriate, discussion possible reasonable adjustments/phased returns etc.
- Ensure staff personnel files are kept up-to-date and accurate, ensuring that all relevant documentation is present for audit purposes and can evidence HR best practice.
- Work with your Principal/Headteacher to ensure a successful induction process at your Trust site for all new staff, including administration of the 2/3 and 6 month reviews for staff and probation periods, advising managers as appropriate.
- Manage the staff leaver process for your site, in line with agreed Trust procedures, ensuring notice is received and responded to in writing, any outstanding balances are resolved prior to the leaving date and liaising with payroll as appropriate.
- Effectively advise on and manage a range of employee relations cases and HR processes through to completion; providing expert advice and guidance to staff and managers (as appropriate) at every stage of the process, including investigations, grievances, disciplinary matters, change management, sickness absence management etc. Seek advice and guidance from more senior HR members as required (particularly in more complex cases), operating within the parameters of GDPR, confidentiality and equality and diversity.
- Administer the appraisal process for staff, distributing paperwork and guidance, recording and chasing returns and producing letters for pay progression.
- Providing advice and guidance to managers on HR best practice and legislation.
- Assist and support with the creation and implementation of HR policies and procedures.
- Record and monitor Continuous Professional Development (CPD) details for staff, ensuring timely evaluations are returned and any expense claims processed for payroll.
- Operating within the HR Scheme of Delegation.
- Administer the Equality and Diversity Committee and Staff Voice Group meetings at your college (once per term), liaising with the relevant senior leader as Chair to organise and ensure the smooth running of the meetings (including preparing agendas, minutes, room/refreshment bookings etc). Deliver relevant agenda items on behalf of the central HR function.
- Carry out external and internal HR communications, including managing your HR email inbox, responding promptly to relevant messages and answering any general enquiries promptly.
- Participate in regular continuous professional development to further to develop your HR knowledge, expertise and experience.
- Be flexible to work across other sites within the Trust and undertaken other duties as and when the need may arise.
- **You may be required to work up to 2 evenings per academic year to support Trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Human Resources Officer

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using computerised administration systems, in an administrative context.</li> <li>• Experience of working under pressure and deploying a flexible approach to changing priorities.</li> <li>• Experience of using Microsoft Excel and Word to an intermediate level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school/college environment.</li> <li>• Experience of working in a HR Team.</li> <li>• Practical experience of participating in procedural meetings and advising on HR issues.</li> <li>• Experience of successfully working in a generalist HR environment.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education at GCSE level or equivalent.</li> <li>• Confidence in using IT software and equipment.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development.</li> <li>• CIPD qualification in Human Resources.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer service/care approach to work.</li> <li>• Attention to detail/accuracy.</li> <li>• Good problem-solving skills.</li> <li>• An understanding of how to handle sensitive information of a highly confidential nature.</li> <li>• Ability to produce accurate and professional written materials and reports to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation.</li> <li>• Knowledge of best practice in HR (such as recruitment and selection, discipline and grievance, absence management etc).</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with staff/external agencies at all levels.</li> <li>• Ability to influence and persuade managers to develop best practice and performance.</li> <li>• Ability to work effectively as part of a team, following pre-defined procedures, but also to work using your own initiative.</li> <li>• Openness to change and innovation.</li> <li>• Flexible approach to work; working across sites as required and adjusting hours accordingly to the needs of the Trust on occasion.</li> <li>• Ability to organise and prioritise your own work, working to tight deadlines, to meet job demands.</li> </ul>	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• Ability to cope with unexpected situations.</li><li>• Enthusiasm and commitment for the post.</li><li>• An interest in working in the education sector.</li><li>• Commitment to continuous professional development and willingness to learn from experience and practice.</li><li>• Commitment to equal opportunities and safeguarding.</li><li>• A willingness to contribute to whole Trust events.</li></ul>	
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