

Human Resources Officer

Job Description

Job Title
Human Resources Officer
Salary
£24,663 - £27,650 (Actual) £27,711 - £31,067 (FTE) (Grade 12)
Hours
37 hours per week
Contract type
Permanent, 40 working weeks
Responsible to
Human Resources Director

Job Purpose
<p>The Human Resources Officer will operate as a key member of the HR team to deliver a high-level, efficient and comprehensive HR service to all staff at the Quantock Education Trust (QET) Schools in South Somerset.</p> <p>This position involves providing professional HR advice, ensuring compliance with policies and employment legislation and delivering a proactive HR service to meet the needs of the Trust and its schools in this region.</p>

Main responsibilities and duties
<p>The duties and responsibilities listed below are indicative of the tasks and are not intended to be an exhaustive list. The postholder will be expected to take on additional tasks appropriate to the role as they arise.</p> <p>Employee Relations</p> <ul style="list-style-type: none"> • Provide advice, guidance and support to managers and staff on HR policies, procedures and best practice to ensure fair and consistent outcomes • Assist with employee relations casework, including supporting investigations and disciplinary and grievance procedures. Act as notetaker at meetings and hearings <p>Recruitment</p> <ul style="list-style-type: none"> • Coordinate recruitment processes, including drafting job descriptions, advertising vacancies, managing applications and interview/selection scheduling and processes • Support safer recruitment practices, including processing DBS checks and maintaining compliance with Keeping Children Safe in Education legislation • Facilitate induction processes for new staff

Policy Implementation and Compliance

- Ensure Trust-wide compliance with employment legislation and HR policies
- Assist in reviewing and updating HR policies and procedures in line with changes in legislation

HR Administration

- Prepare and process contracts of employment, standard letters of appointment, changes to contracts of employment, flexible working requests and leavers
- Facilitate induction and onboarding processes for all new staff
- Provide accurate employee data for payroll processing and oversee employee benefits administration
- Coordinate probation reviews and oversee the probation process by providing advice and support to line managers in line with the Trust policy
- Manage absence records, including sickness, maternity, and other leave, ensuring accurate reporting and compliance
- Coordinate annual mandatory policy updates for all staff ensuring compliance within specified timeframes
- Maintain the Single Central Records for all schools. This includes compliance checks for agency staff across the Trust
- Provide advice and guidance for pay review processes
- Provide first line HR support to ensure staff queries are dealt with professionally, accurately and in a timely manner

HR System and Records

- Maintain accurate employee records and use HR and information systems to produce management reports and metrics
- Support the implementation and management of HR software across the Trust
- Ensure that all HR records are stored and retained in accordance with the Trust's data retention policy

Training and Development

- Support the maintenance of accurate and up to date records of staff training
- Assist in identifying staff training needs and coordinating CPD opportunities
- Support the implementation of the performance management process

General duties

- To make a full contribution to the provision of HR service excellence and foster effective teamwork

- Provide support for projects and initiatives to develop HR practices within the Trust
- Maintain information in a confidential manner, following data protection regulations
- Maintain an awareness of the terms and conditions of employment for different groups of employees across the trust
- Undertake Continuing Professional Development (CPD) and training to update own skills and knowledge
- Carry out other such similar duties that may be reasonably required by Director of HR, Director of Finance and Operations, and school leaders

Key Contacts and Relationships

Working as part of the Central HR team, the Human Resources Officer will report to the HR Director and will liaise with the Human Resources Team and school-based staff in addition to the Finance department, Payroll Services, Senior Leaders staff and students.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Review

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Human Resources Officer Person Specification

Key Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • CIPD Level 3 qualification (or equivalent experience) • Excellent literacy and numeracy skills equivalent to GCSE Grade C in Maths and English • Proficiency in HR systems and Microsoft Office • Willingness to participate in staff training/development programme for further training and professional development
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience in an HR role, preferably within education or the public sector • Strong organisational and administrative skills with attention to detail • An awareness of UK employment law and HR best practice • Excellent interpersonal and communication skills
Interpersonal and communication skills	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust • Positive, proactive and solution focused • Ability to cope under pressure • Excellent interpersonal skills • Openness to learning and change • An eye for detail and accuracy • Positive attitude to personal development and training • Ability to establish professional working relationships with Trustees/Directors/Executives and all key stakeholders
Additional requirements	<ul style="list-style-type: none"> • Must be eligible to work in the UK • An Enhanced DBS check • 2 professional references