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**HASMONEAN MULTI-ACADEMY TRUST**

**JOB DESCRIPTION**

***Job Title:*** HR Officer

***Department***: Administration

***Responsible to:*** HR Manager

**Hours:** Full Time - 36 hours per week

Monday – Thursday 8am – 4.30pm

Friday **–** 8am – 2pm

**Salary**:  **Scale Range 4.**

**NJC 10-12**

**£24.684 - £25.578**

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**Main Duties and Responsibilities**

As an integral member of the Operations team, the post holder will take responsibility for providing day to day confidential and professional HR Administration service within the Trust, undertaking duties across a range of HR activities including, data management, processing reports for the payroll provider, processing DBS checks, reporting, compliance and general HR administration.

With excellent written and verbal communication skills, our ideal candidate will be comfortable working with colleagues and partners at all levels, exercising tact, diplomacy and confidentiality where appropriate.

To fulfil the requirements of the Trust, students, and the wider community, suitable applicants must be flexible, adaptable, can and does work with a ‘can-do’ attitude, and solution focused.

As part of the wider contribution to the MAT, the successful candidate may be expected to share best practises and collaborating with other HR professionals.

**Key Responsibilities**

• Process staff appointment documentation for successful candidates, including offer letters, contracts of employment.

• Help coordinate the staff induction process and ensure that it is effectively managed and to provide a HR induction

• Co-ordinate the Trust’s School Workforce Census annual return

• Monitor and manage sickness absence and keep accurate records and documentation

• Arrange SMARTLOG training to staff and new starters when required and maintain clear records e.g. Safeguarding, Prevent, KCSIE, Fire safety, First aid etc.

• Maintain an accurate and up-to-date paper and electronic filing system for personnel records

• Complete a wide range of HR related paperwork

• Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)

• Take accurate minutes at formal meetings (e.g. discipline, grievance, capability)

• Monitor the use of fixed term contracts and ensure that issues are followed up appropriately

• Relevant reports generated in order to monitor staff punctuality and attendance

• Process monthly payroll

• Prepare monthly spreadsheets with any changes to pay, inform of new starters and leavers to submit to the external payroll provider

Other

• Assist with the development and implementation of new HR systems and processes

• Support the HR Manager in other tasks related to HR administration

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the School at the reasonable discretion of the Executive Headteacher.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**L. Oskis**

**Date of issue: May 2022**

**Personal Specification:**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**  GCSE (or equivalent) English and Maths Grade C or above  CIPD Qualification at least level 5 Certificate in Human Resource Management | E  D | A  A |
| **Experience:**  Proven HR generalist experience of three to five years  Exceptional organisational and communication skills is required and a solid knowledge of employment legislation and its application.  Experience of working in Education or LA  Ability to use Microsoft Word and Excel to a high standard | D  E  E  E | A  A  A  A |
| **Personal Attributes:**  An ability to maintain confidentiality and act with discretion and diplomacy is crucial  High attention to detail  Understands confidentiality  Clear and effective communicator/Excellent command of spoken & written English  Completer finisher  Excellent Numeracy & Literacy  Candidate needs to be flexible | E  E  E  E  E  E  E | I  I / T  I / T  I  I / T  I/T  A |