



Community
Schools Trust
Challenge • Support • Together

Job Description - October 2020

Post:	Trust HR Officer
Responsible to:	Trust Recruitment, Training and Development Director
Salary scale:	PO1 (£32,430 - £34,794 pro rata - term time plus two weeks) Temporary for one year with possible opportunity to become permanent.
Location:	Schools within Community Schools Trust (based at Forest Gate)

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To provide an outstanding support service to the trust HR function.

Duties and Responsibilities

- To complete HR administration tasks as directed by the Trust Recruitment, Training and Development Director.
- To liaise with other trust and school staff in relation to organising HR related meetings when required.
- To take minutes at HR related meetings when required.
- To liaise with the trust's external HR consultant for HR advice as required and pass on clear advice about specific issues.
- To highlight staff issues and concerns to the Trust Recruitment, Training and Development Director and ensure they are always kept up to date.
- To ensure HR trackers across the trust are up to date and accurate.
- To ensure the HR tasks in the school calendars are taking place and organise meetings/events when required.
- To provide guidance and stay up to date with the latest guidelines for COVID-19, ensuring the information going out to staff and students is accurate.

- To support with the updating of HR policies.
- To ensure staff visas are in date and renewed/applied for when required.
- To ensure the support staff PMR process is being followed and support schools' HR by chasing incomplete reviews.
- To liaise with key staff to ensure HR deadlines are met.
- To produce reports for senior staff when required.
- To prepare and draft a termly staff HR update for the Trust Recruitment, Training and Development Director.
- To provide guidance and support staff across the trust with HR processes, using the checklists and trackers in place.
- To carry out and follow the trust's recruitment process for trust vacancies, ensuring those responsible for individual tasks are held accountable.
- To carry out and follow the trust's induction process for new starters, ensuring those responsible for individual tasks are held accountable.
- To check all points in the recruitment and induction process are complete and to highlight when parts of the process need updating and/or improving.
- To oversee the probation process for trust employees and follow up any outstanding reviews.
- To support with the schools' recruitment process when required.
- Any other tasks which fall within the competence of the postholder as may be required from time to time.
- To maintain confidentiality at all times.
- To demonstrate a high level of attention to detail.
- To be flexible within the job role.
- To work effectively with a range of people at all levels of the MAT.

These responsibilities and duties may be subject to variation as the trust's needs change at the reasonable discretion of the CEO. This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

PERSON SPECIFICATION:

	Criteria	Essential	Desirable
1.	Educated to a good academic level with preferably a professional qualification in HR.	✓	
2.	Experience in managing a range of HR management functions, including less complex individual grievances and disciplinary matters.	✓	
3.	Experience in delivering an HR service with a degree of autonomy.	✓	
4.	Computer literate with ability to undertake administrative tasks and create resources electronically.	✓	
5.	Knowledge of teachers/school conditions or service.		✓
6.	Understands principles of delivering an HR best practice service.	✓	
7.	Driving license and the use of a car (you may be required to travel between sites)		✓
8.	Understanding of employment law and its practical application in the workplace.	✓	
9.	Knowledge of HR policies, procedures and best practice.	✓	
10.	Consultancy, influencing, coaching and negotiating skills.	✓	
11.	Knowledge of SIMS.		✓
12.	A willingness to undergo further training and personal development to fulfil the changing requirements of the job.	✓	
13.	Empathy with educational values	✓	
14.	Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen, ability to be assertive at all times.	✓	
15.	Commitment to high standards.	✓	

16.	Good attendance and punctuality.	✓	
17.	Willing to take on new tasks and develop professionally.	✓	
18.	Ability and confidence to communicate effectively both verbally and in writing.	✓	
19.	Ability to work to deadlines and targets, can prioritise tasks under pressure.	✓	
20.	Pro-active, ability to work under own initiative without discretion.	✓	
21.	Reliable and trustworthy.	✓	
22.	High levels of confidentiality.	✓	
23.	Commitment and desire to fully contribute to the opportunities presented by the trust.	✓	
24.	Has energy and initiative and will bring in new ideas.	✓	
25.	Ability to work effectively and supportively as part of a team.	✓	
26.	A high level of organisation.	✓	