

**JOB DESCRIPTION**

**POST: Regional HR Officer**

**REPORTING TO: Regional HR Lead**

**Job purpose**

To provide Regional HR support for the HR operation of the relevant London Academy under the direction of the Regional HR Lead.

* To assist the Regional Recruitment Co-ordinator when necessary with the recruitment of all staff within the relevant London Academy, and work with the School on interview co-ordination and interview days.
* Support with the on-boarding process; support chasing references, ensuring all documents have been obtained, signed and verified and all checks including DBS are complete before the new starter commences employment and responsible for the creation of the HR files and ensuring they are compliant.
* To assist in producing weekly reports on key HR data, for example, absence reporting.
* To be responsible for the monthly data completion for the relevant Academy.
* To maintain accurate, up to date staff records to meet E-ACT requirements, ensuring compliance with GDPR, Safeguarding, Single Central Register and associated legislation.
* To maintain and update the Single Central Record for the Academy.
* Assist in production of monthly payroll including starter, leaver and amendment information, submission of timesheets and sickness/absence data.
* Assist in the checking of DBS documentation and other relevant identification checks in relation to agency workers, contractors, AAG members and volunteers.
* Accurate minute taking of confidential meetings as and when requested.
* To support with the Performance Management co-ordination for the relevant London Academy and help ensure the induction of staff is completed.
* To co-ordinate starters and leavers for the academy and that Exit Interviews are sent out.
* To ensure sickness data is inputted into the relevant HR Management System and Return to Work interviews are carried out and filed accordingly.
* To work with the Regional HR Lead on HR cases and any other HR matters as required, and ensure that the correct process is followed by the Head Teacher and challenge when necessary.
* To ensure that Probation Meetings are undertaken within the correct timescales and logged for the Academy.
* To be responsible for their own CPD and work towards an appropriate HR qualification.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

*The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

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**Post Holder:**

**Signed:** …………………………………..………. **Date:** ………………….

**Print Name:** …………………………………………….…..

**Regional HR Lead:**

**Signed:** ……………………………………..……. **Date:** ………………….

**Print Name:** …………………………………..………..

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

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|  | **Essential** | **Desirable** |
| **Qualifications** | Attainment of GCSE qualifications 5A\*-C (equivalent) including English or Maths | CIPD / CPP qualification or working towards. |
| **Experience** | Experience of working in a similar HR Role supporting a Regional HR Manager / Business Partner.  Experience with HR Administration  Experience of working in a busy fast paced environment.  Experience in an HR role advising Managers on HR policies and practice | Experience of working in the Education Sector |
| **Knowledge and understanding** | Highly computer literate, with knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook  Understanding of the main requirements of GDPR when dealing with sensitive information.  Some knowledge of recent HR legislation and how to apply it to ensure compliance and limited risk to the Trust |  |
| **Skills** | Good interpersonal, written and communication skills.  Highly effective organisational skills  Able to act with diplomacy, confidentiality and sensitivity |  |
| **Personal characteristics** | Work effectively as a team player.  Ability to remain calm under pressure.  Resilient nature and able to challenge  Use own initiative, work unsupervised and flexibly  Self-motivated  Willingness to take responsibility for CPD |  |