

**PARADIGM TRUST**

**JOB DESCRIPTION**

<b>POST TITLE:</b> HR Officer (Operations) (Suffolk Academies)	<b>SALARY SCALE:</b> SO2
	<b>NAME OF SCHOOL:</b> This is a Trust-wide appointment. The HR Officer will be based in Ipswich and work across the Trust's Suffolk academies but may, within reason, be required to help in other academies on occasion.
<b>RESPONSIBLE TO:</b>	Senior HR Manager
<b>RESPONSIBLE FOR:</b>	Day-to-day supervision of (Sr) HR Assistant x1

PURPOSE OF THE JOB

- **To provide a professional, efficient and effective HR administration service to the Trust and its Suffolk academies. This includes reviewing, developing and implementing relevant HR manual and computer based systems and liaising with relevant stakeholders to ensure coordination with, and consistency across, other Paradigm Trust academies.**
- **Liaise with the Trust's external payroll provider, the London-based HR team and other stakeholders/agencies as relevant to ensure staff within the Trust's Suffolk academies are paid accurately and on time.**
- **Be the HR lead on staff recruitment and selection across the Suffolk academies, including being responsible for the Single Central Recor for Suffolk Academies.**
- **To support the Trust's contracted HR Adviser and the Senior HR Manager in the management of case work.**

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Professional Duties

- Manage and advise on the administration of the recruitment and selection process across the Suffolk academies, in accordance with the Trust's Recruitment & Selection Policy/Guidance and safer recruitment practices. To include: liaising with managers regarding recruitment timetable; liaising with Principals regarding job descriptions/person specifications and advising on the same; liaising with Principals regarding the drafting of recruitment adverts, and liaising with relevant agents to advertise vacancies; coordinating job applications and selection interviews/process; ensuring selection panels have appropriate paperwork and information; attending/advising on selection panels as required; and sending out job offers.
- Undertaking all necessary pre-employment (vetting) checks, highlighting concerns to the Senior HR Manager/Principal or relevant Head of Service. Ensuring the single central record, is up to date at all times and that outstanding checks are followed up and obtained.
- Responsible for the Single Central Record for Suffolk Academies, including supporting Academies in HMI and Ofsted inspections.

- Manage the starter and leaver administration process. To include: drafting and sending out offer letters and contracts; liaising with payroll; liaising with the relevant pensions administrator; adding/removing details to/from the internal management and other systems; setting up paper-based files.
- Liaise with relevant managers to ensure all new starters, including volunteers and agency workers, receive an appropriate induction, advising on the same. This includes ensuring new starters are made aware of relevant HR/safeguarding policies/procedures and that an appropriate record is held to confirm the same.
- Advise managers regarding the probation process for new starters and ensure a system is in place for recording/tracking staff probation, highlighting any concerns to the Senior HR Manager/Principal or relevant Head of Service.
- As directed by SHRM, organise staff training/CPD, liaising with internal and external departments/agencies as required. Maintain up to date records of staff CPD as required.
- Manage the administration of employment changes, e.g. drafting and issuing letters confirming contractual changes and periods of leave; liaising with payroll and pensions regarding the same.
- Provide advice to management/staff regarding HR administration queries and more straightforward employment matters, such as regarding maternity/paternity entitlements and leave. Liaise with the Senior HR Manager regarding more complex queries.
- Support the HR Officer (Employee Relations) to produce and submit the school workforce census for Suffolk Academies, liaising with relevant internal and external departments/agencies as required.
- Ensure an effective system for recording and tracking staff absences is in place and that the payroll provider is notified of absences as relevant. Produce monthly sickness management report for discussion with the relevant Principal/Head of Service to identify actions. With direction from the Senior HR Manager, provide HR administrative and case work support to Principals/Heads of Service in relation to sickness management meetings with staff. Liaise with the HR Officer (Employee Relations) and occupational health to obtain medical advice and reports to support such processes.
- Provide administrative support and advice for HR case work, including providing advice on less complex cases, drafting correspondence, liaising with internal and external agencies and taking notes/minutes of meetings.
- Ensure accurate paper-based and electronic HR records are maintained at all times, in a confidential way, and in accordance with data protection legislation.
- Manage the administration of the staff appraisal process for the Suffolk academies, advising managers regarding the process and ensuring a system is in place for tracking/recording staff appraisal, highlighting any concerns to the Senior HR Manager/Principal or relevant Head of Service. Under the direction of the Senior HR Manager, draft related correspondence/documentation and liaise with the payroll provider to ensure agreed salary increases are effected.
- Produce staffing reports/data as required.
- Responsible for payroll changes for Suffolk Academies, including checking entries for Suffolk and ensuring effective processes for the administration of payroll process are followed and undertaking payroll data entry as required.
- Ensure filing is up to date.
- Assist with ad-hoc HR duties such as answering group email queries.
- To ensure all information is treated confidentially and to have absolute discretion at all times.
- To ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work policy.

- Participate in the Trust's performance appraisal scheme, ensuring that performance standards/targets are set and met within the agreed time scale.

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the HR Director/Senior HR Manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to following the child protection procedures adopted by the Trust.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Postholder**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Senior HR Manager**

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

<b>PERSON SPECIFICATION</b>		
<b>POST TITLE - HR Officer</b>		
	<b>A (Application)</b>	<b>I (Interview)</b>
<b>Qualifications</b>		
1. Qualified, studying or be prepared to study for CIPD.	x	
2. Able to work in the UK	x	
<b>Experience</b>		
3. Successful experience of working in an HR administration capacity preferably within an education environment.	x	x
4. Extensive experience of effective HR administrative systems (both electronic and paper based).	x	
5. Experience of advising on HR processes.		
6. Experience of liaising with payroll service/s to ensure staff are paid accurately and on time.	x	x
7. Experience of producing letters, spread sheets and data reports.	x	
		x
<b>Knowledge and understanding</b>		
8. Understanding of and commitment to equality and diversity issues within the workplace.	x	X
9. Understanding and knowledge of effective ICT administration systems.		x
<b>Skills and abilities</b>		
9. Proven ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable workloads.		x
10. Ability to manage oneself, including meeting targets and deadlines in a pressurised environment.		x
11. Good level of IT skills (e.g. Microsoft Office/Excel) and sound understanding of HR administration systems and best practice.	x	x
13. An eye for detail, even under pressure.		x
14. Good interpersonal, verbal and written communication skills.	x x	
15. A good appreciation of the need to maintain strict confidentiality.	x	x
16. Proven ability to build and maintain effective working relationships with a wide variety of people and organisations.	x	
17. Ability to keep up to date on relevant policies and procedures.	x	x
18. Proven commitment to own professional development.	x	

Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.