

Wellspring Academy Trust



Job Description

Post Title: Human Resources Officer

Department: Central Support Team

Reporting to: Head of Human Resources

Salary within the range: FTE £21,754 - £27,192 (subject to experience and qualifications)

Purpose of the Post

To work as part of the Central Support team providing advice and guidance to internal stakeholders and external agencies, on all aspects of the HR function.

Main Duties

- To provide generalist HR advice to the academies within WAT.
- To advise on the recruitment and selection process including the recruitment checks required in line with KCSE.
- To maintain the Central Support Team's single central record and support academies with enquiries in respect of their SCRs.
- To maintain personal files for the Central Support Team and audit personal files within the academies to ensure they meet the required standards and advise academies accordingly.
- To advertise vacancies on the Trust's website as well as in external/online publications.
- To provide support with Head of School/Principal appointment process.
- To provide professional advice on the interpretation of HR policies and procedures.
- To provide HR advice on NJC regional terms and conditions of employment as well as Teachers terms and conditions of employment.
- To provide advice in relation to contracts of employment and solve queries.
- To support Principals at absence review meetings.
- To provide admin support to the HR function.
- To assist with developing policies and procedures on behalf of the HR function.
- To support and minute hearings and formal meetings.
- To prepare training material (e.g. handbooks for the safer recruitment training.)
- To coordinate and arrange meetings/training on behalf of the HR function.
- To assist with the TUPE due diligence process.
- To produce/manipulate data within Excel and Google and produce reports in respect of the Trust's quality assurance framework.
- To develop and implement new HR Systems.
- To lead on data protection to ensure HR compliance.

General Duties

- To develop and maintain close working relationships with external and internal stakeholders.
- To deliver a customer focused service to the academies.
- Utilise a variety of software packages in everyday working.
- Organise and maintain effective filing systems both paper and electronic.

- Undertake project work as required.
- Research and prepare reports as required.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of working

Wellspring Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust, guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. Employees are expected to make themselves aware of the relevant policies and procedures and are required to maintain confidentiality at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Employees must project a positive image of the Trust at all times and through all activity.

DBS certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification – Human Resources Officer

The below table details the experience, skills and knowledge required to undertake this role.

Education and Training	Measure: Application, Interview or Test	Rank: Essential or Desirable
5 GCSE (A*-C) including English and Maths or Level 2 or equivalent qualification.	A	E
CIPD HR Qualification Level 5 or equivalent	A	D
Experience	Measure:	Rank:
Experience in Human Resources.	A	E
Experience of working with HR systems.	A	E
Experience in a school/academy/education/ Local Government setting.	A/I	D
General and Specialist Knowledge	Measure:	Rank:
Up to date knowledge of Human Resources legislation.	A/I	E
Knowledge of pay and conditions for teachers and NJC government staff employed within a school/academy/Trust setting.	A/I	D
Knowledge of variants of local government and teachers' terms & conditions in different Local Authorities	A/I	D
Thorough understanding of children safeguarding procedures including KCSIE and single central record.	A/I	D
Knowledge of using Arbor (MIS)	A/I	D
Skills and Abilities	Measure:	Rank:
A high standard of literacy, accuracy and numeracy skills.	A/I/T	E
Well-developed time management and organisation skills.	A/I	E
Ability to build strong team working relationships and work with both internal and external clients and partnerships.	I	E
Ability to work on own initiative to problem solve.	A/I	E
Well-developed communication skills (verbal/written/communication).	A/I	E
Ability to produce emails, letters and reports, not necessarily to a prescribed format.	A/I	E
Ability to develop, interpret and implement policies and procedures.	I	E
Knowledge of standard Microsoft office-based applications including the ability to manipulate data in Excel and produce pivot tables.	A/I/T	E
Knowledge of Google drive, sheets and forms.	A/I	D
Knowledge of social media applications.	A/I	D

Work within the data protection guidelines ensuring confidentiality of employee information.	A/I	E
Customer focused approach.	A/I	E
Able to handle confidential information sensitively and with discretion.	A/I	E
Additional Requirements	Measure:	Rank:
Operate with the highest standards of personal/professional conduct and integrity	A/I	E
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	A/I	E
Willing to undertake training and continuous professional development in connection with the post.	A/I	E
Work in accordance with the Trust's values and behaviours.	A/I	E
Able to undertake any travel in connection with the post.	A/I	E