The LETTA Trust
HR Officer
Trust Central Services
Job Description

Salary grade: Scale 5 (points 12-15) -£ 31,716- £33,204 Full time equivalent

Hours: 35 hours per week term time only

Contract type: Temporary 1 year fixed term

Responsible to: HR Manager

Purpose of the job

To support the HR Manager (Operations) in the provision of a high quality, efficient and effective HR service. This is a people management focused role where you will take responsibility for providing a day to day confidential and professional HR administration service within the Trust.

Main duties & responsibilities

Operational HR

1. Deal with incoming email, post and other paperwork
2. Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner
3. Process staff changes and staff leaving documentation and arrange exit interviews
4. Produce a range of HR letters and correspondence (eg variation to contract letters, maternity/paternity and holiday entitlement)
5. General filing and timely shredding of HR documentation
6. To undertake any additional duties required by the HR Manager as appropriate
7. Support the HR Manager with HR related projects (meetings, training, surveys) and take minutes
8. Liaise with outside agencies and professional bodies on behalf of the Trust and ensure that messages, mail & memorandums are distributed efficiently
9. Maintain the organisation and general appearance of the office environment

Recruitment:

1. Co-ordinate the recruitment processes across the Trust, including adverts and information packs, scheduling and booking interviews, tracking application forms, liaising with candidates and producing interview day packs
2. Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process
3. Ensure the Trust's websites provide accurate information on Trust vacancies and that relevant documents on the vacancies page are up to date by liaising with the necessary people.
4. Process staff appointment documentation for successful candidates, including

offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks in accordance with safer recruitment procedures

5. Provide HR reports to the HR Manager on new starters and leavers, and ensure that salary statements are sent to all employees
6. Compiling, organising and updating papers and digital records

Employee Relations, Policies and Procedures:

1. Assist HR Manager with the up-keep of personnel and employment records on Access and digital personnel files.
2. Provide day-to-day support and advice to employees in all HR matters
3. Assist the Trust with the School Workforce Census annual return
4. Assist the HR Manager with the sickness absence records
5. Monitor the way HR policies and procedures are actioned in school and provide support where necessary

Statutory guidance:

1. Supporting HR related training programmes and workshops, such as induction activities and open events
2. Take responsibility for ensuring that the probation process is managed effectively including the issuing of confirmation letters once probationary reviews have been undertaken by line managers
3. Ensure compliance with GDPR and Data Protection

General duties and responsibilities

1. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
2. To participate in the Trust's performance management scheme, ensuring that objectives are set & met within the agreed time-scale
3. To work between LETTA Trust schools as required, and expect to be working off-site on occasion
4. To attend all meetings and training required for the role
5. To work with leaders to meet the aims and objectives of the Trust
6. Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities

7. To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.
8. Undertake any professional duties commensurate with the grade of the post

Notes

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Line manager's signature: **Date:**

Post holder's signature: **Date:**

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Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. GCSE Grade C/4 in English and mathematics, or equivalent
2. Experience in HR administration and an understanding of HR processes
3. Experience of working within a school/Academy setting
4. Excellent interpersonal skills, to be able to communicate well with diverse groups and develop and maintain positive relationships with all members of the school community and partners
5. Ability to handle confidential information with complete discretion
6. To be able to prioritise tasks; have excellent time management and organisational skills
7. Ability to work hard under pressure while maintaining a positive, professional attitude
8. To be confident in the use of email, word processing, database programs and other administrative technology
9. The ability to work well in a team, to be tenacious and flexible
10. To demonstrate Initiative, maturity, flexibility, efficiency, resilience and the ability to learn
11. Knowledge and understanding of and commitment to inclusion
12. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety
13. To demonstrate a commitment to the success of pupils and staff across the LETTA Trust and partner schools