



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



HR Officer Recruitment Pack



JOB DESCRIPTION

JOB TITLE:	HR Officer
RESPONSIBLE TO:	Principal and HR Business Partner
HOURS:	Full time, 37 hours per week. Your typical working pattern will be 8am – 4pm or 9am – 5pm.
SALARY:	NJC payscale 6, points 18 – 22 (£30,559 – 32,654) Plus £1013 per annum fringe allowance Starting salary to be confirmed upon appointment, subject to experience.
PLACE OF WORK:	The Grange Academy, London Road, Bushey, WD23 3AA.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Salary sacrifice childcare
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

The main purpose of this role is to support the principal by providing a high quality effective and efficient HR service to all staff, to lead on HR issues as they arise and being the first port of call for all aspects of People management.

MAIN RESPONSIBILITIES AND TASKS

Payroll

To be responsible for the management of payroll for the school's directly employed staff, to include:

- Ensuring that all staff (permanent, temporary, and casual) are paid in accordance with their agreed pay and conditions.
- Preparing monthly returns including:
 - Contract changes
 - Additional hours (overtime & additional payments)
 - New starters and leavers
 - Sickness deductions
 - Maternity and paternity pay
 - Deductions for salary sacrifice schemes or changes in personal details
- Checking the salary report for accuracy, and correcting where necessary liaising with staff on salary changes and organising incremental progression
- Overseeing the end of year returns
- Ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements e.g. Evaluation of individual's self-employed status / IR35 legislation.

People Management

To lead and be responsible for all aspects of people management, to include but not limited to:

- Producing letters of appointments and contracts to all employees including carrying out relevant vetting checks, to include.
 - DBS
 - Medical clearance
 - Right to work
 - Qualifications
 - References
- To lead and be responsible for new staff induction.
- To ensure that all aspects relating to work status and registration, immigration and sponsorship are followed including liaison with all relevant parties as necessary (e.g. Home Office)
- To lead and be responsible for coordinating probationary review meetings for all staff and implement incremental pay changes accordingly.
- To ensure that annual salary statements are completed and issued to all staff.
- To ensure that all staff personnel details are included in individual secure personnel files and that the HR Information Systems is kept up to date.
- To ensure staff information is added to Bromcom (MIS) and Sam People (HRIS)
- To provide guidance on Conditions of Service and the implementation of these conditions.
 - Setting up and maintaining the School Childcare Voucher and Cycle Scheme's
 - Overseeing the sickness procedures and the monitoring of these procedures
 - Ensuring return to work meetings and leave of absence requests are recorded accurately on the HRIS.
 - Compile statistical absence reports.
 - Process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary.
 - Maintaining the school salary sacrifice schemes.
 - Advise both teachers and support staff on conditions of service.
 - Monitor annual leave and holiday working for all support staff.
- To be responsible for ensuring the Single Central Register (SCR) for all employees, visitors and Governors is kept fully up to date and meets safeguarding requirements as set out in safer recruitment legislation.

- Ensure that all employees undertake regular safeguarding training to comply with safer recruitment legislation.
- Liaise with the Head of ITT and ECTS to ensure ECT's are registered and receive appropriate induction.
- To take minutes/notes in meetings and circulate necessary information on people related matters where applicable.
- Coordinate with all visitors to ensure they are aware of policy regarding safeguarding and health and Safety whilst on school premises.
- Ensure all visitors to school produce relevant identification to comply with safeguarding legislation.
- To be responsible for processing, inputting, extracting, and analysing statistical information from the HRIS database system/s for personnel matters, such as pensions, payroll, and staff details for the annual audited accounts.
- Compile data for the Department of Education, workforce Census.

Recruitment

To lead and be responsible for implementing the school's recruitment processes. To include but not limited to:

- Drafting advertisements
- Coordinating applications
- Short-listing procedures
- Interview arrangements,
- Safer recruitment matters,
- Vetting and barring checks
- Reference requests.
- Be the first point of contact for all prospective candidates.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD qualified Level 5, or willingness to study for this • Minimum of 5 GCSEs, including maths and English at Grade 4 or above (or equivalent) 	<ul style="list-style-type: none"> • Evidence of continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working in a similar role and level • Experience of dealing with a range of employee queries/concerns in a professional manner. • Experience of building positive relationships with key stakeholders • Experience of using HR/Payroll systems • Experience of supporting managers with complex and sensitive HR issues 	<ul style="list-style-type: none"> • Experience of working in a HR role in a school/education setting for at least 2 years. • Experience of working with trade unions • Experience of safer recruitment • Experience of using HR Information Systems • Experience of using MIS systems) SIMs/Bromcom
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Excellent written and verbal communication • Highly organised and adaptable, responding to changing requirements. • Highly computer literate • Strong interpersonal skills • Ability to work to own initiative with a proactive approach. • Excellent attention to detail, with the ability to organise and prioritise work. • Ability to provide a first point of contact service for visitors, staff, and pupils. • Flexibility and adaptability; an ability to multitask. • Ability to enthuse and develop both individuals and teams. • The ability to remain discreet when privy to confidential information. • Understanding of GDPR / data protection and your responsibilities to comply. 	<ul style="list-style-type: none"> • Knowledge of employment law • Knowledge of child protection and safeguarding
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity • Have a willingness to demonstrate commitment to the Future Academies values and behaviours. 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk/vacancies)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **9am 10th January 2025**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed, week commencing the 13th January. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.