

Grade:	Southampton grade SCP 29 to 33
Accountable to:	Head of HR
Place of Work:	Working across designated schools
Hours:	37 hours per week, Term time plus 2 weeks

Role Remit:

- Provide high-quality, efficient and compliant HR service to a hub of schools within HET.
- Provide an effective and efficient day-to-day generalist HR administrative and advisory service to the school and the leadership team.
- Responsible for coordination and administration HR activities including (but not limited to) recruitment, absence management, professional development, employee relations and leavers and ensuring accurate data for payroll.
- Have a thorough understanding of HET HR Policies and able to give advice to employees and School Leadership Teams (SLT) on the content and the practical implementation of policies.
- Raise employee relations cases to HET HR Business Partners/Advisors and provide support in managing casework.

Main Responsibilities:

1. Service Delivery & First Line HR Support:

- Have a good understanding of HR policies and being able to give advice to employees and SLT on the content and the practical implementation of policies
- Provide policy guidance, ensuring all advice, practice and procedures are consistent with advice from HR Business Partners/Advisors.

2. Recruitment:

Manage the organisation of all recruitment activities for the school including the responsibility for:

- Compliance with HET's Safer Recruitment Policy.
- Creating and placing job advertisements with HET and external agencies.
- Ensuring the relevant job descriptions and person specifications are in place liaising with the HR team for advice and job evaluations.
- Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs and supporting the selection process.
- Ensure the completion of all pre-employment checks, offer letters and contracts of employment.

3. HR Administration across Employee Lifecycle:

Prepare and, issue contractual and payroll documentation in liaison with the school leaders:

- Create new contracts and issue amendments to existing contracts.
- Maintain records of fixed term contracts and take appropriate actions to extend/end.
- Manage the annual increment processes for Teaching and Support staff updating records on HRIS and notifying payroll.

- Enter payroll changes to the payroll system ensuring all employees are paid correctly, working with managed service finance managers.
- Produce annual salary statements for employees in schools.
- Manage the administration of individual HR cases involving absence, disciplinary and capability procedures including drafting formal invite and outcome letters and taking minutes as required.
- Manage the co-ordination of completion of the professional development process for all school employees, ensuring that reviews are completed to agreed timescales and where necessary alerting the school leader of outstanding reviews to be chased.
- Liaise with the school's CPD lead to ensure all new employees receive their induction and appropriate training.
- Monitor probation periods, liaising with senior leadership and line managers to ensure completion.
- Report on employee training records, ensuring completion of all statutory training.
- Terminate employment in HRIS and confirm acceptance of resignation from leavers.

4. Absence Reporting:

- Overseeing the absence management process including highlighting to senior leadership and line managers when return to work meetings are required and collating return to work forms.
- Provide advice and guidance on established HR absence policies and procedures to senior leadership teams and lead on the administration of the absence management policy for both short and long term absence.
- Make regular contact with absent employees where necessary to aid a smooth return/phased return to work.
- Updating and monitoring HRIS to providing regular reports of staff absence, identifying, and advising the Line Manager / Senior Leadership Team of any potential issues that need addressing.
- Where necessary support managerial support meetings.
- Support making Occupational Health referrals where appropriate and liaise with the school leader and HR Business Partner/Advisor regarding recommendations and reports.
- Record and monitor staff absences including TOIL and annual leave, supporting the management of requests.

5. Payroll:

- Complete the necessary information for all new employees, amendments to contracts and leavers.
- Update monthly payroll changes, including employee absence.
- Complete monthly payroll report for each school for reconciliation with the HET Finance Manager.

6. Compliance and SCR:

- Ensure all new employees are entered onto the Single Central Record (SCR).
- Review the SCR to ensure it is compliant, and in line, with the HET SCR template.
- Ensure the SCR is monitored regularly and kept up-to-date.
- Build and monitor a robust process for updating and maintaining SCR supporting documents.
- Ensure relevant training and policies are uploaded to school's training platform
- Ensure letters of assurance are sought for external agencies/contractors are renewed annually and correct documentation is held by the school.
- Maintain HRIS data in accordance with GDPR compliance.
- Carry out the School Workforce Census and ensure that the Management Information System (MIS) is updated and used accordingly.
- Support school leaders with SARs and collate information, working with advice from the HET Head of Compliance.

7. Key relationships

Ensure strong communication and collaborative working relationships with school leadership teams, as well as with the wider HET HR, Finance, and Compliance teams.

8. Safeguarding

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:
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Date:

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Knowledge and experience of updating information management and payroll systems	D
	Ability to work proactively and flexibly to manage competing priorities.	E
	Proficient in the use of Microsoft Excel, PowerPoint and Word to a good standard	E
	Strong communication skills both verbal and written	E
	Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.	E
	Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations	E
	Excellent attention to detail	E
	Ability to analyse and interpret information	E
	Ability to solve problems use own judgement and investigatory skills	E
Qualifications & Training	A good level of education to at least A-Level or NVQ Level 4 (or equivalent), with a GCSE 9-4 / A*-C including maths and English	E
	Level 3 foundation CIPD qualification	E
	Level 5 foundation CIPD qualification (or willingness to work towards this once employed)	D
Experience	A secure knowledge of HR practices and procedures gained through a minimum of 2 years' experience of HR Administration (preferably in a school environment but this is not essential)	E
	Experience of using HR information and payroll systems	D
	Experience of providing a comprehensive HR administrative service and providing advice to management on HR policies	E
Personal Attributes	Ability to work on own initiative and plan and organise own workload	E
	Professional integrity and confidentiality	E
	Emotional resilience and the ability to remain calm and focused under pressure	E
	Able to work in a professional manner as part of a team	E
	A deep commitment to the vision, values and ethos of HET	E