



## **HR Officer**

**37 hours per week, 52 weeks per year**

QEGSMAT are seeking to appoint an experienced HR Officer to join our Central Team based in Ashbourne, Derbyshire. This new role will support three secondaries and four primary age schools providing consistent and accurate advice to leaders.

This role will be the first point of contact for the schools in the Trust. The successful candidate will be able to demonstrate proven ability to provide effective advice on employment law, policies and procedures. You will be responsible for HR casework with support from the Head of HR on complex issues.

Preferably you will be CIPD qualified (or working towards) with proven experience within an HR function responsible for casework ideally within an education setting.

You will need to be highly organised, with the ability to multi task and maintain strong attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters. In addition, you will need to demonstrate strong ICT skills with the ability to analyse data and present findings. There is a requirement to be able to travel to the schools in the Trust.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 22.7%.
- 22 days holiday rising to 27 days after five years' service.
- An extra 4 days' leave (known as extra statutory and concessionary).
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

The successful candidate will be subject to a full enhanced DBS check and must be eligible to work in the UK.

If you wish to apply for this role please apply via TES, where you can find the link on the QEGSMAT website <https://www.qegsmat.com/current-vacancies/>. If you have any questions or would like an informal discussion about the role, please contact Stuart Hardy, Head of HR at [hardy@qegsmat.com](mailto:hardy@qegsmat.com).

**Closing date: 11<sup>th</sup> July 2021**

**Interview date: 21<sup>st</sup> July 2021**

**Start date: As soon as possible**



## **JOB DESCRIPTION**

<b>Post Title:</b>	HR Officer
<b>Responsible to:</b>	Head of HR
<b>Scale:</b>	Scale 6 (£24,982 - £27,041 F.T.E.)
<b>Hours:</b>	37
<b>Weeks per Annum:</b>	52

### **Post Objectives:**

The role will be the first point of contact to support the Trust schools with day to day operations ensuring necessary compliance with Trust policies, legislation and best practice. The role will operate as a HR generalist undertaking an array of areas with support from the HR administrator and Head of HR.

### **Duties and Responsibilities:**

- Be the first point of contact for schools on all matters related to HR, providing timely, accurate and appropriate advice with support from the Head of HR on complex issues.
- Managing sickness absence, disciplinary and grievance casework across the Trust including support at hearings.
- Prepare and provide attendance reports using the Trust's HR system.
- Maintain accurate HR records (paper and electronic) with support from the wider HR team to ensure effective and efficient access to management information.
- Support schools with recruitment campaigns including advice and guidance linked to adverts, recruitment packs, interview guides and Safer Recruitment.
- Provide note taking support at formal HR meetings as required.
- Assist the Head of HR with policy development.
- Support HR projects e.g. induction, apprenticeships, training and development.
- Maintain the Trust's SCR and ensure compliance of the schools individual SCR.

- Undertake research and data analysis with a view to presenting findings to the Head of HR or other Senior Leaders.
- Prepare statutory returns e.g. Gender Pay Gap, Trade Union Facilities Time Reporting.
- Support delivery of training as appropriate.
- Support the completion of the School Workforce Census, working with the Trusts schools to resolve any queries.
- Keep up to date with legislative and regulatory changes in relation to employment law and safeguarding.

### **Methods of Working:**

The post holder must:

- Maintain confidentiality and observe GDPR and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> <li>Relevant Business Administration qualification or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>Relevant HR Qualification (e.g. CIPD Level 5 HR Consultant)</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and oral, with the ability to communicate effectively with stakeholders at all levels</li> <li>High level organisational skills</li> <li>Strong ability to analyse and manipulate data</li> <li>Report writing skills</li> <li>Able to use all MS Office suite and be familiar with other bespoke databases</li> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> <li>Excellent record keeping skills</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Selection process</li> <li>References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Proven experience of HR administration</li> <li>Detailed knowledge and understanding of HR policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of HR systems (e.g. HRIS, payroll etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Selection process</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in an environment where experience includes taking initiative and self-motivation within the remit of the role</li> <li>Previous experience of working in a similar role</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Selection process</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working in an education setting</li> <li>• Experience of managing data systems for reporting to management and other stakeholders</li> <li>• Working as a member of a team</li> <li>• Experience of dealing with confidential information</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Customer focussed</li> <li>• Have a positive attitude to personal development and training</li> <li>• Demonstrate excellent interpersonal skills</li> <li>• Demonstrate integrity, confidentiality, impartiality and empathy</li> <li>• Ability to be a self-starter and work independently</li> <li>• Ability to travel to all schools within the Trust</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Selection process</li> <li>• References</li> </ul>

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_