



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Human Resources Officer
SCHOOL: NCEAT
SALARY: Band 6/7
RESPONSIBLE TO: Director of Human Resources

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

You will have responsibility and accountability for the full employee life cycle, and will be involved in all areas of the Human Resources function. You will work as part of the HR team in the provision of a comprehensive HR service at NCEA Trust. You will support the Team to consistently Provide high quality professional advice and support to managers and staff for all HR related matters and undertake specialist and general HR tasks as required and appropriate to the role.

MAIN RESPONSIBILITIES:

Organisation:

- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Supervise, train and develop staff as appropriate
- Act as champion on safeguarding legislation and practice
- Liaise with relevant staff on all primary campuses to ensure effective implementation of HR procedures. Offer guidance and support when necessary.
- Ensure the effective dissemination and collection of all HR data from Academy campuses

- Contribute to the development of the Academy Performance Management Policy for support staff

Administration:

- Assist in the administration of all aspects of the recruitment and selection process ensuring that all of the correct procedures are followed for all appointments
- Support the HR Manager in the effective implementation of the induction process for new members of staff ensuring that timescales are adhered to and appropriate paperwork is completed, including contractual information.
- Maintain all personnel files ensuring that all the correct information is held by the Academy
- Be responsible for the Academy's Central Record of Recruitment and Vetting checks and conduct the qualification checks on new staff in line with safeguarding legislation
- Maintain and update the HR Database that meets the needs of the Academy
- Assist in monitoring of sickness absence within the Academy, identify trends in absence and ensure that a reporting system is in place which provides management with up to date and accurate information. Ensure that all documentary evidence is completed and communicated to appropriate personnel including occupational health referrals
- Maintain sickness and absence records and be the point of contact with occupational health
- Liaise with Payroll with regard to sickness issues
- Support the HR Manager in the implementation of effective, fair and equitable management of staff throughout the Academy
- Assist as appropriate in the performance management of all support staff
- Support the HR Manager in maintaining accurate records of performance management records for all staff

Resources:

- Operate relevant equipment and complex ICT packages
- Provide advice and guidance to staff as appropriate
- Undertake research and provide information to inform decisions

Responsibilities:

- Comply with and assist with the development of policies and procedures relating to:
 - a. Child protection
 - b. Health and safety
 - c. Data protection
 - d. Confidentiality
 - e. Safeguarding
- Reporting all concerns to an appropriate person.
- Support the Academy's policies that ensure equality of opportunity
- Contribute to the overall ethos of the Academy

- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: Human Resources Officer	Essential	Desirable
<p>Qualifications, Skills and Experience: The person appointed should be able to demonstrate:</p> <ul style="list-style-type: none"> ● CIPD Level 5 Diploma or equivalent ● CIPD Level 3 Qualification or experience in a relevant discipline ● Experience of developing and managing administrative systems ● Detailed knowledge and understanding of Safeguarding procedures and Single Central Record procedures and practice ● Excellent knowledge of employment law ● Excellent knowledge of employment related issues ● Strong generalist HR experience ● Strong consultation, negotiation and mediation skills ● Experience of establishing and maintaining good working relationships with staff 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓</p>
<p>Skills: The person appointed must be able to:</p> <ul style="list-style-type: none"> ● Excellent ICT including word, excel and powerpoint ● Knowledge of Payroll administration and LGPS/TPS ● Experience of working with Trade unions ● Excellent communication and interpersonal skills and the ability to influence and tactfully deal with complex employee relations issues. ● Ability to self evaluate learning needs and actively seek learning opportunities ● Working knowledge of Safer Recruitment processes ● Experience of database systems ● Ability to remain positive under challenging circumstances 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p></p>