

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



*Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.*

*The Trust Central Team is based at Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to attend meetings at all Trust sites when required.*

### HR Officer

**Grade 6, SCP 21 to 26, £28,900 - £32,909**

**Permanent - 37 Hours / 52 Weeks**

**To start: ASAP**

### About this vacancy

We are looking to recruit an experienced HR Officer to join our Central Team and contribute to the development of the HR service. This is an exciting opportunity for a candidate who is looking to develop their career further in Human Resources.

The postholder will manage and deliver day to day HR administration for the Central team and Trust schools, support the HR Manager, lead on the development of the internal HR management system and provide appropriate advice to relevant stakeholders including Senior Leaders.

The post holder will report to the HR Manager and applicants are welcome to discuss any aspect of the role with Carly Braid.

**Chorus Education Trust is proud to support flexible working arrangements.**

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Carly Braid (HR Manager) at: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org). Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on Thursday 21 September 2023.**

Interviews to be held: **Friday 29 September 2023.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.*

*At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

## Job Description: summary

<b>Post title:</b>	<b>HR Officer</b>
<b>Profile:</b>	BS3.5
<b>Grade:</b>	Grade 6
<b>Grade spinal point range:</b>	SCP21-26
<b>Accountable SLT post:</b>	Chief Operating Officer (COO)
<b>Line Manager of post holder (if different):</b>	Trust HR Manager
<b>Staff to be supervised or line managed by post holder:</b>	None at the present time however, this is subject to change. The grading of the post allows for line management responsibility.
<b>Post holder will work with:</b>	Trust Central team, Trust Schools SLT and Trust Schools HR & Finance teams
<b>Holiday and sickness relief by/for:</b>	By and for other support staff in the Trust Central team and Trust schools as appropriate
<b>Purpose of job:</b>	To work as part of the central support team providing HR administration, HR advice, guidance and support to internal stakeholders and external agencies, on all aspects of the HR function.
	This post may work across the Trust schools.
<b>Version revised:</b>	August 2023

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### Specific duties and responsibilities

To be responsible for managing and delivering day to day HR administration for schools across the Trust. Providing generalist support to the central team HR Manager and provide appropriate HR advice on Trust terms and conditions, general HR policies and procedures to the central team, Senior Leadership in schools and employees. Duties will include, but not be limited to:

### Main duties and responsibilities

#### HR Compliance, Reporting & Systems

- Support the development and implementation of relevant policies and procedures within all trust schools whilst ensuring compliance with legislation.
- Support Trust wide HR work and processes, including assisting in the development and implementation of central HR Service to support school improvement.
- Lead on the implementation and development of the HR system including training for line managers and relevant staff.
- Contribute to the production and development of reports including statutory returns and provide relevant information in relation to HR matters to Executive and senior leaders across the Trust.
- Maintain and advise colleagues on compliance regarding HR data, systems and records.
- Maintain an overview of staffing and organisational changes across the Trust, including post changes, new starters, leavers and employment of casual, temporary and fixed term staff, including the maintenance of organisational staffing structure charts.

#### HR Generalist Support

- Work closely with the central team and school SLTs to provide an effective and efficient HR service that is responsive to their business needs.
- Administer processes to ensure all employee contractual variations and resignations are dealt with in line with Trust procedures and notified to payroll accurately and promptly.
- Manage the administration and support the delivery of recruitment across the Trust through:
  - Provision of advice and guidance to senior leaders, ensuring authorisation in line with the Scheme of Delegation.

- Liaison with schools regarding new appointments to ensure compliance with all recruitment policy and safeguarding requirements.
  - Ensuring new support staff posts are evaluated in accordance with the Trust's job evaluation scheme.
  - Preparation of recruitment materials in accordance with Trust standards.
  - Assistance with wording of advertisements and ensuring placement in appropriate media, including the Trust and school websites.
  - Ensuring accurate contracts of employment are issued promptly and completion of administration processes with employees.
  - Maintain records of staff induction and ensure managers are prompted to complete appropriate tasks.
  - Maintain records in relation to staff probation periods and support managers in ensuring reviews are completed.
- Support the organisation and delivery of in-house induction, performance management, professional development and training of staff under the direction of the CEO/COO/HR Manager.
  - Monitor staff absence and support the Trust to manage this through:
    - Production of reports for managers to identify absence triggers and liaise with School SLT's to initiate the SAM process.
    - Support the administration of subsequent meetings and occupational health referrals.
    - Attendance at meetings as appropriate and required.
  - Under the supervision of the central HR Manager provide assistance and guidance to managers during low level HR case management meetings, including disciplinary, capability, grievance and sickness cases.
  - Contribute to the development of the Trust wide central HR function, including managing and delivering Trust wide HR projects and targeted work as identified with the central HR Manager.
  - To support schools during Ofsted and other inspections in relation to HR compliance.

#### **Payroll**

- Liaise with the schools to ensure their HR records are maintained in a timely manner, ensuring payroll processing deadlines are adhered to and employees are paid accurately and on time.
- Work collaboratively with the Trust payroll team to improve current practices and enhance internal controls and ensure maximum efficiency from the HR & Payroll system.

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust/schools, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key trust/school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities – All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: HR Officer**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview T = task(s)
<b>Knowledge, experience and skills</b>			
Experience of working in HR administration	✓		A / I
Experience of working with HR including associated data and reporting functions		✓	A / I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A / I / T
Understanding of HR processes and procedures	✓		A / I
HR experience gained whilst working in an Educational setting or awareness of the education sector		✓	A / I
Knowledge and ability to administer employment contracts, variations, resignations and update systems	✓		A / I / T
Knowledge of pay and conditions for Local Government services and teachers		✓	A / I
Exceptional written and verbal communication skills	✓		A / I
Able to plan and prioritise to ensure timely delivery of relevant reports & work to deadlines	✓		A / I / T
Ability to provide advice on employment terms, conditions, policies and procedures	✓		A / I
Ability to deal sensitively and appropriately with confidential information	✓		A / I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A / I
Evidence of working in an environment where experiences included taking initiative and self- motivation	✓		A / I

Demonstrable attention to detail and good listening skills	✓		A / I / T
Maintain strict confidentiality of information	✓		A / I
<b>Interpersonal Skills</b>			
Strong interpersonal skills with the ability to motivate others and to ensure deadlines are met	✓		A / I
Ability to foster good relations with a range of colleagues at all levels	✓		A / I
Able to support the flow of meetings with tact, diplomacy and sensitivity	✓		I
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English at Grade 4/C or above	✓		A
CIPD Level 3 or equivalent, or related experience	✓		A
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I