Job Description

TENTERDEN SCHOOLS TRUST

associate staff – GENERIC

**staff name:**

**POST TITLE: human resources officer**

**college:**

**1 - JOB PURPOSE AND ACCOUNTABILITY**

* 1. To provide HR guidance and support to managers across the Trust
	2. To lead on HR support for the Primary schools
	3. To provide administrative support for the Human Resources Department

* 1. Your immediate responsibility is to:

1. The Human Resources Director

2. All staff are ultimately responsible to the CEO

**2 - GENERIC – ASSOCIATE STAFF**

2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week’s work and work for the coming week.

2.2 Staff will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.

2.3 All staff are expected to adhere to the Trust’s principles and policies which underpin good practice and the raising of standards.

2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.

2.5 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

2.6 All staff provide support to the management of the Trust and assist in supporting the teaching and learning process of the schools and provide support for school functions as appropriate.

2.7 To support the learning process and good administrative practices in the Trust.

2.8 To support other associate staff by covering their duties if they are absent from work.

2.9 To carry out other duties as may be reasonably required by the CEO from time to time.

**3 - GENERAL – APPRAISAL PROCESS**

3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.

3.2 Review targets may include:

* + An empirical target to ensure that progress is measured accurately and effectively
	+ A target based on the Trust Improvement Plan
	+ A target which will encourage personal and professional development

**4 - SPECIFIC DUTIES – HUMAN RESOURCES OFFICER**

4.1 To administer DBS checks, to maintain and ensure Single Central Record is up to date at all times for all employees of the school, contractors, supply staff etc.

4.2 To undertake safeguarding checks as appropriate for visitors, volunteers etc. to the school and maintain appropriate records to assist Reception and ensure the safety of students and staff.

4.3 To apply for and maintain records of Certificates of Sponsorship ensuring compliance with current legislation

4.4 Support the development and implementation of HR initiatives and systems

4.5 To provide advice and guidance to line managers in relation to personnel matters including absence management, capability, disciplinary and grievance

4.6 Support the management of the above issues and attend meetings to support line managers

4.7 Preparation of paperwork for payroll purposes and facilitation resolutions to queries and/or errors.

4.8 Provide administrative support to Human Resources department, maintaining employee records according to policy and legal requirements

4.9 To undertake completion of Pension paperwork in line with Pensions Regulator, Teachers Pensions and Local Government Pension Scheme requirements and to respond to queries from LGPS/Teachers Pension Scheme members or signpost appropriately

4.10 Be actively involved with all aspects of the recruitment process to include sourcing candidates and advertising, reference and background checks, interviewing and appointment in line with safer recruitment in recruitment

4.11 To process and issue all necessary documentation relating to staff employment to include orienting new employees to the school; administration of staff induction process and subsequent review of new staff well-being.

4.12 To lead on support for the Primary schools within the Trust on all HR matters

4.13 To work with the HR Director to prepare the School Workforce Census and other HR reports e.g. Gender Pay gap reporting

 **Note**

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.