



JOB DESCRIPTION

JOB TITLE:	HR Officer
HOURS:	25 hours per week, all year round
GRADE:	Kent Range 7
RESPONSIBLE TO:	Head of HR

PURPOSE OF THE POST

To provide comprehensive HR administration, advice and support across all aspects of HR, including the SIMS HR database and maintenance of the Single Central Record for each school within The Galaxy Trust.

Main Duties

- To assist in the collation of information required for inspection by internal and external audit, including personnel records.
- To work closely with the Head of HR and Chief Operating Officer on personnel matters, including the annual pay award process.
- To liaise with relevant agencies such as HR Connect on pay/personnel and other pay related issues.
- To ensure all new members of staff/employees have a DBS check carried out and maintain accurate records.
- To work closely with the School Business Managers to ensure that DBS checks are completed and that the Single Central Record is up to date in relation to all outside agencies, including contractors, visitors and volunteers.
- To assist, manage and maintain the Single Central Record ensuring it is accurate and up-to-date at all times. Keeping up-to date on new legislation and requirements.





- For all new employees, ensure that ID documents, personal details, date of DfE website check, date of DBS application, date of result received from DBS, qualifications, references and right to work in UK are evidenced.
- In conjunction with the School Business Managers, manage the distribution of all staff contracts. Ensuring signatures are gained and copies kept on individual's personnel files.
- To keep up to date with all the latest legislation regarding HR and statutory changes which may affect the operational running of the school.
- Assist with the recruitment process for all posts within The Galaxy Trust.
- To maintain HR data on SIMS, to undertake annual data checking and to provide simple and complex reports as required.
- To attend workshops on SIMS to keep updated on new developments.
- To be responsible for the School Workforce Census and other statutory returns.
- Maintenance of filing system.
- General day to day HR administration including but not limited to; appointments, preparing and variations of contracts, resignations.
- To regularly audit personnel files to ensure continuing compliance with the Data Protection Act and school standards.

Other Duties

- To undertake all duties as required, that are consistent with the objectives and/or duties of the post.
- To support your colleagues and the Chief Operating Officer when required.





- To undertake specific projects or temporary duties as required from time to time.
- To attend and participate in relevant meetings when required

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To take care for their own and other people's Health & Safety
- To use initiative in time management to organise own workload to meet deadlines.
- To contribute to the overall ethos, work and aims of The Galaxy Trust.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required.
- To be aware of and follow policy on confidentiality.
- To create and maintain good working relationships among all members of the school community.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

Signed:

Date:





PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- Previous HR experience.
- Ability to deal with staff enquiries in a professional manner.
- Ability to work across all sites within The Galaxy Trust, ideally with own transport.
- A calm manner to deal with all situations.
- Excellent communication and interpersonal skills, both written and verbal.
- Good working knowledge of Microsoft Office.
- Ability to use own initiative and also work with colleagues as part of a team, to be flexible, adaptable and able to multi-task.
- Good level of general education at Level 2 qualification or above.
- Understanding of GDPR and Data Protection Act 2018.
- Understand the need for confidentiality.
- Ability to work under pressure and meet deadlines.

PREFERRED REQUIREMENTS

- Experience of working in a school environment.
- Experience of SIMS (Schools Information Management System)

