



Orchard Academy Trust

Job Description

Job Title:	People & Culture Officer and Executive Assistant
Location:	Allington Primary School and Barming Pre-School & Primary School
Grade	Kent Range E
Hours:	37 hours per week
Weeks per year:	Term time + INSET days + 4 weeks during school holidays
Responsible to:	Executive Headteacher

Job purpose

The People & Culture Officer will lead the HR functions and services for Orchard Academy Trust, including:

- Leading recruitment across the trust
- Implementing effective appraisal procedures
- Delivering appropriate and effective employee engagement
- Providing executive support to the Executive Headteacher and other members of the central team

Key Duties and responsibilities

A. Recruitment and induction

The People & Culture Officer will be responsible for co-ordinating recruitment across the trust, supporting recruitment for individual schools, and for ensuring recruitment priorities align with the trust's aims.

The People & Culture Officer will:

- Co-ordinate the advertisement of vacancies across the trust, to both internal and external candidates, including working with external partners to publicise available roles.
- Work with trust leaders to support candidate shortlisting and selection, providing relevant advice as necessary.
- Manage the trust's procedures for conducting pre-employment checks.
- Work with the trust's leaders to ensure new members of staff have an induction programme appropriate to their role, including volunteers

B. Appraisal, pay and conditions

The People & Culture Officer will be accountable for supporting effective pay and appraisal processes across the trust, and for ensuring that these align with the trust's strategic plans and aims.

The People & Culture Officer will:

- Co-ordinate the trust's professional development programme, working closely with staff across the trust to ensure that needs are prioritised and addressed, and that accurate records of training are kept.
- Work with other trust leaders to develop an appropriate benefits and rewards package for each role across the trust.
- Oversee the trust's approach to appraisal, making improvements as necessary.
- Develop the trust's pay scales for all roles, ensuring these remain appropriate and support the trust's efforts to recruit the best possible staff.
- Monitor and analyse workforce statistics and report on these to other senior trust leaders.
- Manage the trust's payroll operations.

C. Employee engagement and wellbeing

The People & Culture Officer will be accountable for supporting employee wellbeing and job satisfaction, which aids the trust in its efforts to recruit and retain the best staff.

The People & Culture Officer will:

- Develop, implement and monitor staff wellbeing and engagement programmes, and report on the impact of these to trust leaders as appropriate.
- Act as the point of contact for staff questions about HR policies and procedures.
- Work with unions and professional associations, maintaining strong and effective relationships that support the trust's employment approach and responsibilities.
- Work with other trust leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate.

D. Safeguarding

The People & Culture Officer will be accountable for supporting the trust's work to safeguard its pupils, its staff and the wider community.

The People & Culture Officer will:

- Develop, implement and monitor the trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements.
- Monitor the trust/schools' single central record, ensuring trust-wide compliance with requirements.
- Lead on the trust's responsibilities for safeguarding, specifically in relation to employee matters.

- Lead the trust's procedures for handling allegations against adults, and liaise with external agencies as required.
- Working with the designated safeguarding lead, develop and implement a programme of safeguarding training.
- Oversee statutory returns and publications related to HR, such as the school workforce census and reporting related to the public sector equality duty.

E. Executive Support

- Support the Trust central team, coordinating and managing actions and deadlines, ensuring items are responded to promptly and appropriately in the required formats and to the required timescales.
- Prepare the EHT for meetings by assembling a range of presentations, letters, communications and other documents, including gathering data, researching material, creating PowerPoint presentations and ensuring appropriate input from managers and assisting in maintaining good internal communications with staff and stakeholders.
- Respond to appropriate requests for information from Trustees, governors or external agencies.
- Provide project support to the Trust central team and lead on projects/ initiatives where required.
- Develop written communication that's professional and upholds the Trust's vision and values.
- Proof-read outgoing communication to ensure it's of the highest standard.
- Provide admin support to school office teams as required.

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature:

Date:

Postholder's signature:

Date:

Person Specification	Essential	Desirable
Qualifications and Experience		
Relevant Professional Qualification	x	
Educated to at least A- Level or equivalent	x	
Professional HR Qualification or equivalent experience	x	
Educated to degree level		x
Skills and Knowledge		
Experience of leading teams	x	
Coaching and team development experience	x	
Strong understanding of people, employment law, safeguarding regulations.	x	
Excellent negotiating skills	x	
Excellent communication skills and style, both verbally and in writing.	x	
Able to communicate effectively across all levels and to a varied range of Stakeholders	x	
Ability to interpret information	x	
Good understanding of customer service requirements and the ability to consistently deliver, to and beyond the stakeholders expectation	x	
Effective time management and prioritisation skills with the ability to work to deadlines	x	
Competent in Microsoft Office and Excel Experience of a School or similar environment	x	
Experience in a similar role	x	
Personal Qualities		
Strong team player with inclusive leadership style	x	
Ability to analyse complex problems and present coherent, achievable solutions	x	
Flexibility	x	
Ability to quickly establish professional credibility with team and wider stakeholders	x	
Commitment to excellence	x	
Willingness to attending training and development as required	x	
'Can do' attitude	x	
Willingness to seek out and implement new ideas and innovative solutions	x	

Willingness to engage with wider School life		x
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