



Human Resources Officer

Job Description and Person Specification



Egerton Street, Oldham, OL1 3SW



HR Officer

Grade 5, SCP 18 - 23, £24,313 - £26,999

Full time, full year

Reports to the Principal HR Officer

Purpose of Post

To deliver outstanding Human Resources provision across the Trust to ensure a high level of service that supports all staff in providing outstanding learning and progress for students. To work with the Principal HR Officer to ensure compliance with all relevant staffing legislation.

Specific Duties

Employee Relations

1. Provide accurate advice to staff in response to HR queries including their terms and conditions of employment. Escalate complex queries as appropriate to senior HR staff.
2. Support senior HR staff in employee relations cases such as disciplinary investigations, performance management and capability, and absence management.
3. Provide advice and professional support on recruitment and selection, ensuring safer recruitment.
4. Provide administrative and procedural support to the Principal HR Officer on TUPE and managing change programmes.

Policy / Project Work

5. Contribute to the production, development and review of HR policies and procedures.
6. Support the Principal HR Officer in Trust's Apprenticeship Strategy.
7. Contribute to HR projects to improve the HR provision for the Trust.
8. Support the transition of payroll to in house.
9. Support and contribute to the Trust's wellbeing strategy.

HR / Payroll Systems

10. Be a super user of the Trust's new HR MIS system, maximising the utilisation of the system, support the roll out and development of the system, train others on using the system and being a point of contact of queries on how to use it. Document procedures.
11. Work closely with designated HR Officers to ensure HR MIS systems are maintained and fully utilised.
12. Be a key player in the Trust's payroll process.
13. Provide accurate and timely HR reports.



HR Generalist

14. Be a super user on the Trust's performance management system.
15. Prepare and review job descriptions and person specifications as required for sign off by the Principal HR Officer.
16. Support the Principal HR Officer in evaluating new and existing roles as required, in line with the local job evaluation framework.
17. Support the Principal HR Officer in the Trust's JCNC which will involve clerking the meetings and developing effective relationships with Trade Unions.
18. Support senior HR staff with exit interviews.
19. Represent the Cranmer Trust at external meetings.
20. Contribute to ensuring the Trust is compliant with data protection legislation.
21. Keep abreast of relevant legislation and best practice through continuous personal and professional development.
- 22 Undertake HR administration tasks as required.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Trust organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. It will be reviewed annually as part of the performance management process or as appropriate.



Person Specification

HR Officer	Essential / Desirable	How identified (A/I/T)
Qualifications		
GCSE Maths and English Grade C or above or equivalent	E	A
Qualified to A-Level standard/NVQ4 or equivalent	E	A
Qualified to degree level or equivalent	E	A
CIPD Level 5 Diploma in HRM or equivalent	D	A
Willingness to complete the Level 5 Diploma in HRM within 2 years of commencing post	E	A / I
Experience		
HR experience of working in a busy HR generalist role	D	A / I / T
Delivering excellent customer service with many end users	E	A / I / T
Successfully managing competing demands	E	A / I / T
Working in the education sector	D	A
Handling and supporting disciplinary, grievance, attendance and capability cases	D	A / I / T
Of working with trade unions	D	A / I
Skills, Abilities and Knowledge		
An excellent knowledge of up to date HR legislation	D	A / I / T
Proficient in the use of Microsoft Office packages	E	A / I / T
Ability to use HR MIS systems	E	A / I
Excellent organisational skills and ability to manage conflicting deadlines	E	A / I / T
Outstanding interpersonal skills including listening and communication	E	A / I / T
Reliable and trustworthy, able to maintain strict confidentiality <u>at all times</u>	E	A / I / T



Person Specification

Personal Qualities		
Support fully and with integrity the ethos of the Trust	E	A / I
Desire and commitment to working in Human Resources	E	A / I
Commitment to safeguarding and promoting the welfare of children	E	A / I
Attention to detail and thorough	E	A / I / T
A committed and enthusiastic approach to working	E	A / I
The ability to learn quickly and work in a fast paced environment	E	A / I
Ability to travel between schools using own transport	D	A