



Job Description

JOB TITLE	HR Officer
JOB FAMILY	Thinking Personnel
PHASE	Central
SALARY GRADE	Pay group 4
HOURS	37
REPORTING TO	HR Partner
RESPONSIBLE FOR	Not Applicable

Job Purpose

- The HR Officer will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective HR support required to meet the Trust's core HR responsibilities. They will provide HR admin support and advice to the Trust's Central Team and all Academies.

Duties and Responsibilities

- Work with the Executive Business Managers, Academy Office Managers/ PA's, Trust HR Partners and the Head of HR to ensure a cohesive approach to HR management across the Trust.
- Be the first point of contact and deal with employee queries as necessary
- Provide HR support to the Academies, explaining procedures and policies in a timely effective manner as well as supporting with the implementation of policies
- Support and assist the Trust HR Partners in preparation of reports, liaising with Academies to collate required information.
- To assist in the production of data and statistics for the Trust HR Partners to support with workforce planning.
- Coordinate and support the Trust HR Partners with employee relations case management, e.g. disciplinaries, grievances, capability matters, including conducting and supporting with investigations, attending hearings and producing relevant documentation.



- Assist with more complex employee relations case work including redundancy situations and TUPE transfers, producing timelines and documentation required throughout the process
- Support line managers/ SLT who are required to carry out investigations for disciplinarys or grievances.
- Liaise with the HR Operations team to retrieve sickness absence reports and oversee the monitoring of absence levels throughout the Trust. Ensuring the necessary meetings takes place as per the relevant policies.
- Compile and manage all occupational health referrals and workplace assessments where appropriate.
- Provide administrative support to the Trust HR Partners
- Assist and support academies and Trust HR Partners in HR processes and procedures, including but not limited to:
 - New starter procedures, personnel files, absence management,, minute taking in HR meetings, such as investigation meetings, disciplinary hearings and formal sickness absence meetings
- Directly support our Academies within Kent and Medway with their HR processes (as defined above) in cases of staff absence or increased workload.
- Support the Academies with managing the employee lifecycle, specifically but not limited to, induction, probation periods and exit interviews;
- Liaise with the recruitment, HR and payroll teams and provide support as necessary
- Undertake HR project work as and when necessary.
- Support with the administration and delivery of Trust training
- Support and oversee the delivery of the Trusts Wellbeing initiatives
- Monitor and respond as necessary to queries coming into the HR inbox



Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Medway Hub . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection



issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a HR Officer:

Name:

Signed:

Date: