**POST TITLE: Human Resources Coordinator**

**LOCATION/BASED: Anywhere across the Trust**

**GRADE: Proposed N6**

**RESPONSIBLE TO: HR Business Partner – Central Services**

**CORE PURPOSE:**

The HR Coordinator will support the HR department across all human resources activities including recruitment and selection, onboarding, employee relations, training and development and HR administrative duties, ensuring HR operations run smoothly and efficiently, contributing to the overall effectiveness of the wider Trust and academies.

**MAIN DUTIES & KEY RESPONSIBILITIES**

**Recruitment and Onboarding:**

* **Job Advertising**: Create and place job adverts in appropriate media channels.
* **Application Processing**: Manage the receipt and initial screening of applications.
* **Interviews**: Coordinate and schedule interviews, assist in interview processes.
* **Onboarding**: Administer KCSiE threshold checks, prepare offer letters and contracts, support the preparation of new employee inductions.

**HR Administration:**

* **Records Management**: Maintain accurate and up-to-date HR/Employee records, both electronic and paper based.
* **System Administration**: Ensure HR systems are maintained effectively, ensuring discrepancies are rectified and or escalated to the HR Business Partner – central Services as appropriate.
* **Compliance**: Ensure compliance with all statutory requirements, including safeguarding checks and maintaining the Single Central Record.
* **Reporting**: Review data and prepare HR reports as required by the HR Business Partner Central Services
* **Cross Service Working:** Liaise with academies and the Trust corporate teams to ensure seamless HR operations are maintained.

**Employee Relations:**

* **Advice and Support**: Serve as a single point of contact for employee enquiries and provide support on HR-related issues as appropriate, escalating issues to the appropriate HR Business Partners as necessary.
* **ER Administration**: Assist in coordination and administration of employee meetings in accordance with the relevant policies and procedures, including note taking as required.
* **Culture**: Maintain positive employee relations by fostering an inclusive and supportive work environment.

**Performance Management:**

* **Appraisals**: Support the administration of the performance appraisal process, ensuring timely completion and follow-up as necessary.
* **Training and Development**: Coordinate training and development programmes, including mandatory training, ensuring policy and due process is followed.

**Compliance and Policy Management:**

* **Policy Compliance:** Ensure adherence to academy policies and procedures.
* **Policy Management:** Support the HR Business Partner Central Services in maintaining HR policies and procedures, ensuring version control on the Trust Intranet

**Financial management:**

* **Payroll:** Prepare monthly payroll documentation in accordance with agreed processes
* **System Administration**: Ensure purchase orders are initiated in a timely manner in accordance with Trust policy and procedures.
* **System Administration**: Receipt goods and services against orders raised, ensuring discrepancies are rectified and or escalated to the HR Business Partner – central Services as appropriate.
* **Record Keeping:** Maintain accurate records of all HR-related financial transactions.
* **Policy Compliance**: Ensure compliance with financial regulations and policies.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required. **PERSON SPECIFICATION**

**POST TITLE:**

|  |  |  |
| --- | --- | --- |
| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Knowledge or HR operational HR Processes. | **√** |  |
| Knowledge of Employment Legislation. | **√** |  |
| Working knowledge of GDPR. | **√** |  |
| Advanced analytical and problem-solving skills.  | **√** |  |
| Proven ability to work flexibly under pressure, prioritise effectively and meet deadlines.  | **√** |  |
| **QUALIFICATIONS AND TRAINING**  | **ESSENTIAL** | **DESIRABLE** |
| CIPD Level 3 in HRM (or equivalent) qualification (or a willingness to work towards this) or relevant demonstrable experience in a similar role/level.  |  | **√** |
| Good general education with English and Math’s GCSEC or above (or equivalent, or relevant demonstrable working experience). | **√** |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Previous working experience in a similar HR role. | **√** |  |
| Experience of working within an educational setting, ideally an academy or school. |  | **√** |
| Experience of handling sensitive information with the utmost discretion and confidentiality. | **√** |  |
| Experience of Microsoft Office applications including word, excel and email. | **√** |  |
| Experience of using SharePoint. |  | **√** |
| Experience of minute / note taking at formal meetings. | **√** |  |
| Experience of collating, interpreting and presenting data. | **√** |  |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Excellent verbal and written communication skills | **√** |  |
| High level of accuracy in work. | **√** |  |
| Strong organisational and time-management skills. | **√** |  |
| Ability to build and maintain effective working relationships. | **√** |  |
| Handle sensitive information with the utmost discretion. | **√** |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |
| Full UK driving license and access to a car during working hours. |  | ✓ |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***