



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

HR Officer

CANDIDATE INFORMATION PACK



Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



► HR Officer

Achieving excellence together

Position:	HR Officer
Department:	HR
Responsible to:	Director of HR

Purpose of the Post

To support the Director of HR and the HR team in providing an efficient and effective HR offering to all Academies across the Trust, designations and employees.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

1. General HR Admin and Support

- 1.1 To be the first point of contact for staff with HR queries and to escalate as appropriate.
- 1.2 To take responsibility for updating of all employee records on all internal systems (e.g. I Trent ARBOR and CASCADE).
- 1.3 To be conversant with the requirements of GDPR and manage all staff data accordingly to ensure confidentiality is observed at all times.
- 1.4 To take responsibility for managing the admin process for recruitment, all new starters, leavers and changes to contract information, updating ARBOUR and CASCADE as appropriate.
- 1.5 To support the HR team with all aspects of administration around Employee Relations issues including note taking in meetings with staff through discipline and grievance cases, the production of letters and management cases.
- 1.6 To provide general admin support to the HR team as and when required.
- 1.7 To provide Personal Assistant support to the Director of HR.



2. Absence Management

- 2.1 To take responsibility for recording all absence information on CASCADE (ARBOR and I Trent where appropriate) including the uploading of all documentation including fit notes, return to work form and letters.
- 2.2 To support the HR team producing relevant letters, reports and reminders so that a robust absence management process can be followed and maintained.
- 2.3 Notify finance (Calderdale, MFG or Riverside as appropriate) of any sickness absence (through CASCADE, ARBOR and I Trent) for payroll purposes across the MAT.
- 2.4 To support the HR team in the process for OH referrals including documentation, letter and call as appropriate.

3. Recruitment

- 3.1 To support the Recruitment Officer and HR team in all stages of the recruitment process as required.
- 3.2 To deal with candidate enquiries taking messages and/or referring to the appropriate contact.
- 3.3 To lead on maintaining up to date recruitment resources including g JD's, Person Specs, Interview questions and recruitment packs
- 3.4 To make sure (by liaising and working with PA's and the HR Recruitment Officer) that the recruitment process is compliant within current legislation including the correct process for recording DBS and right to work documents.
- 3.5 To take responsibility for the production of all letters and communication to candidates relating to the interview process.

4. Other Duties to include:

- 4.1 General HR and Recruitment admin support as and when required
- 4.2 To support the HR team with all stages of the Induction process as required including the production of Induction packs and to take responsibility for maintaining an up to date record of all inducted staff, elements of induction completed and signed forms returned all (through CASCADE).

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

Miscellaneous/General

1. To ensure that you take care of your own health and safety and that of your colleagues in line with the Academy's Health and Safety Policy.
2. To undertake any other duties as may be reasonably required by your line manager.
3. To play a full part in the life of the Academy community, supporting its distinctive mission and ethos actively promoting its policies and practices.
4. To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
5. To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
6. To engage actively in the Performance Management Review process.
7. To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.



8. To carry out your duties in accordance with the Academy's Equal Opportunities Policy.
9. To uphold the Nolan Principles of public life.

Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the MAT/Academy at the reasonable discretion of the Executive Principal/Principal

**Person Specification: HR Officer****Key to identification:** A = Application I = Interview R = Reference

Education and Training	Essential	Desirable	A/I/R
Right to work in the UK	✓		A/I/R
CIPD Level 3 HR qualification or equivalent experience	✓		A/I/R
Educated to a good standard of education	✓		A/I/R
Counsellor or Mental Health First Aid trained		✓	A/I/R
Experience	Essential	Desirable	A/I/R
At least 4 years previous experience	✓		A/I
Experience in a HR role (preferably within Education) undertaking a wide range of administration and advisory activities	✓		A/I
Experience of working closely with senior managers and external stakeholders such as trade unions, legal advisors, ACAS		✓	A/I
Experience of managing employee relations casework with some supervision in a sensitive and confidential manner	✓		A/I
Experience of coaching and development		✓	A/I
Knowledge, aptitudes and abilities	Essential	Desirable	A/I/R
Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)	✓		A/I
Excellent presentation and communication skills, both verbal and written, appropriate to the audience and the circumstances	✓		A/I
Excellent organisational skills	✓		A/I
Ability to multitask and prioritise conflicting demands to meet deadlines	✓		A/I
Knowledge and use of Cascade, I Trent and Arbor		✓	A/I
Knowledge of Teachers and Support staff pay, conditions and pensions		✓	A/I
Knowledge of education sector procedures regarding safer recruitment and keeping children safe in education		✓	A/I
Knowledge of current and upcoming pay, pension and employment law legislation	✓		A/I
Knowledge of GDPR regulations	✓		A/I
Ability to prioritise workload for yourself and a team to meet the needs of the Trust and Academies	✓		A/I



Ability to work collaboratively with other staff members across the Trust	✓		A/I
Ability to work flexibly and adapt to the changing needs of the Trust.	✓		A/I
Personal qualities, skills and characteristics	Essential	Desirable	A/I/R
Build and maintain effective relationships through excellent interpersonal skills.	✓		A/I
Excellent communication skills.	✓		A/I
Diplomacy and tact in responding to a range of stakeholders	✓		A/I
Ability to work independently on own initiative with limited supervision	✓		A/I
Excellent analytical and problem-solving skills.	✓		A/I
Solution focused.	✓		A/I
Attention to detail and ability to work accurately	✓		A/I
Committed to continued improvement of Academy procedures	✓		A/I
Committed to ensure the safeguarding of students	✓		A/I
Committed to taking personal responsibility for, and challenging others' behaviour in relation to equality and diversity	✓		A/I
Reliability and integrity	✓		A/I
Resilience under pressure and tenacity	✓		A/I
Drive, enthusiasm and a positive approach	✓		A/I
Maintaining awareness and carrying out personal responsibilities with regards to health and safety procedures	✓		A/I
Able to maintain high levels of confidentiality	✓		A/I
Commitment to undertake further training and development opportunities	✓		A/I



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

