

JOB DESCRIPTION

Job Title
HR Officer
Salary Range
Grade E 11 - 14
Line Management Responsibilities
None
Line Manager
School Business Manager
Base Location
Primarily Secondary Schools with some work from the Plymouth CAST central office when required
Purpose of Role
<p>The HR Officer is responsible for providing general day to day HR support to the school leadership team and School Business Manager within the Secondary Schools. The role's primary objective is to ensure that the service that is provided is professional and efficient whilst remaining in line with the Trust's core values and long-term objectives.</p>
Key Accountabilities
<ul style="list-style-type: none"> • Support and advise the Headteacher and School Business Manager with staff recruitment and appointment procedures, Performance Management (PM) and Continuous Professional Development (CPD) procedures, and daily management of HR issues, including staff welfare, staff absence, return to work, leaver interviews and preparation of reports to Governors • Maintain the single central record • Act as the frontline Human Resources Officer for line managers and take a proactive role in ensuring the compliance with HR systems and procedures, employment law and appropriate Trust policies and procedures • Oversee casework providing effective support to both line manager and employee • Support the School Business Manager to process the monthly payroll returns accurately and on time, including salary sacrifice schemes and other deductions, or flexible payments

- Produce paperwork for a range of staffing matters, to include Performance Management, Absence Management, Disciplinary, Grievance etc.
- Support School Business Manager with any payroll or pension queries.
- Support the School Business Manager with the maintenance of Management Information Systems such as SIMs and Payroll.
- Assist in the preparation of Statutory Returns for the LA, Plymouth CAST, the Diocese and the DfE and support the SLT in meeting the information needs of the school.
- Contribute to the development and revision of CAST's Human Resource Policies and Procedures.
- Sponsor a supportive and effective working environment by developing and maintaining good working relationships and a continuous improvement culture with colleagues throughout Plymouth CAST.
- Create strong working relationships with Central Team colleagues to ensure clarity and continuity of processes across the Trust.

Expected Outcomes

- Provide an essential human resource service to the secondary schools and support the HR central team
- Contribute to maintaining accurately the personnel Management Information Systems and procedures.
- Attend meetings and take minutes as required.
- Provide secretarial, typing, minuting meetings (shorthand/audio/copy), filing and general computer, data input and retrieval services
- Share good practice and knowledge and providing advice to line managers on appropriate Trust policies and procedures to ensure the best use of resources
- Participate in training, other learning activities and performance development as required
- Provide appropriate guidance and supervision and assist in the induction, training, appraisal and development of staff as appropriate
- Undertake recruitment, induction, training, appraisal, development and mentoring of staff as appropriate
- Maintain accurate staffing records, including appointments, references, absence returns etc.
- Under the direction of the School Business Manager, manage the recruitment procedure for staffing changes and liaise with Plymouth CAST HR as appropriate

- Help to create workplaces in which all staff can take pride and enjoyment in their work
- Up to date and accurate information, appropriately stored and legally compliant, on all employees within Plymouth CAST
- Assist with the Staff Wellbeing provision in collaboration with the School Business Manager and SLT LeadGood working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorised persons

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.