

## Job Description – King's Group Academies

<b>JOB TITLE</b>	<b>Human Resources Support Officer</b>
<b>GRADE / HOURS</b>	KGA Pay Scale Band 6 Points 9 to 13 ie: £21841pa to £25481pa 37 hours per week, 52 weeks
<b>RESPONSIBLE TO</b>	Director of Human Resources
<b>LOCATION</b>	Portsmouth ( <i>with some occasional travel to academies in Berkshire and Sussex</i> )
<b>MAIN PURPOSE OF THE JOB</b>	The purpose of the post is the:  Working closely with the Director of Human Resources and collaboratively with colleagues across our academies to set up and ensure the provision of a centralised HR support service spanning all aspects of the 'employee lifecycle'. This role will have particular focus on ensuring staff changes are correctly administered and recorded on our payroll portal but will also support the regular review and communication of policies, systems and procedures.

### Key areas of responsibility

- 1. Provide centralised HR services in support of all our academies**
  - Receiving authorised staff changes, checking for completeness and liaising with line managers as require
  - Drawing up and issuing contracts and letters in respect of staff changes
  - Establishing appropriate processes and checks and undertaking the inputting of staff changes and absences to our payroll provider's 'portal' in line with the payroll timetable
- 2. Support the development of HR practice across King's Group Academies (KGA)**
  - Develop and maintain a central 'library' of HR templates, forms and policies with a process for reviewing and updating them
  - Answering queries and providing support for colleagues in the use of HR policies and procedures
  - Providing support and advice to academy staff with recruitment processes, induction planning and maintenance of staff records (including holiday and sickness) as required
  - Support the development and co-ordination of staff training events that build knowledge and awareness of HR/management practice

### **3. Support the KGA leadership team in the provision of HR matters**

- Providing support with preparation, note taking and follow up for formal HR procedures
- Setting up, compiling agendas and note taking at meetings chaired by the Director of Human Resources e.g. union and management meetings
- Working with colleagues to establish monitoring and reporting mechanisms for HR metrics (e.g. turnover and absence rates)

### **4. Safeguarding**

- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understand fully the academy's Child Protection policy and ensure all issues relating to students' safeguarding are reported immediately to the designated members of staff.

### **Other Specific Duties**

This job description may be amended at any time following discussion between the post holder and the Director of Human Resources without changing the general character of the duties or the level of responsibility entailed. The above list is indicative and not exhaustive.

Employees will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

All posts within our academies are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

Such declarations will be made on the appropriate section of the application form, will remove prior to the selection panel shortlisting process. The chair of the panel will discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

October 2021

## Person Specification – King's Group Academies

### Experience, Skills & Knowledge

#### Essential

- Well-developed written and verbal communication skills with the ability to work with a range of people face to face, on the phone and online
- Accurate data entry with attention to detail in all areas of work
- Knowledge of HR practices, terms and conditions (equivalent to CIPD level 3) within the education sector
- Able to use Google Workspace, Microsoft Excel & Word to manage meetings, create reports, and establish/manipulate spreadsheets
- Knowledge of GDPR requirements in the handling of sensitive data relating to staff

#### Desirable

- Experience of using HR and payroll systems

### Personal Attributes

#### Essential

- Suitability to work in academies alongside children/young people, committing fully to our safeguarding and child protection policy and staff code of conduct.
- Organised and able to manage your own working time effectively; managing priorities and deadlines
- Personal integrity in working with confidential information and able to communicate with colleagues sensitively
- The desire to learn and develop your skills, 'growing with the role'.
- Able to work in our Portsmouth schools at least half the time, with some travel to our other academies, (current locations include Berkshire and East Sussex).

### How to apply

Candidates must return a completed application form to:

[lorraine.walsh@kingsacademies.uk](mailto:lorraine.walsh@kingsacademies.uk) and can attach a supporting letter (no more than 1 side of A4). CVs will not be accepted.

Closing date for applications:

**9am, 11<sup>th</sup> October 2021**

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received.

Interviews:

**15<sup>th</sup> October 2021 (via zoom)**

Candidates who are successfully selected for interview will be informed after shortlisting, no later than 12<sup>th</sup> October has taken place.