

**Reports to: Trust People Director****Overview**

To contribute to the overall success of the Trust People Strategy and School Improvement Plan through the monitoring of HRIS across all schools and delivery of a proactive customer focused HR service across the Trust which provides effective support to Leaders and employees on a wide variety of HR matters such as employee relations, welfare, policy and process and recruitment.

**Definitions/abbreviations**

- Senior Leaders: all Senior Leaders of the Trust including Headteachers, Trust Executive Team, Trustees.
- Line Managers: Managers who have the responsibility temporarily or permanently for employees of one or more including Headteachers.
- Representatives: Unions and employee representatives.
- Solicitor ready: does not need changing or annotating for passing to a Senior Leader, solicitor, or Employment Tribunal.
- Legislation: includes but not limited to statute law, case law, ACAS, HSE.

**Job responsibilities****Generalist HR**

- Maintain the HRIS and administer all connected documentation and information to an employee on all systems.
- Maintain the HRIS carousel, documents, and Trust wide notifications.
- Monitor HR inboxes and your inbox and respond within the HR SLA time limit.
- Provide high quality HR advice and guidance directly to Senior Leaders and Line Managers when required to facilitate the early resolution of difficult, complex, or sensitive employee relations issues, ensuring that the risks associated with such cases are effectively managed.
- Advise and coach Senior Leaders and Line Managers on the application of HR policies and procedures when required in accordance with current and proposed employment legislation and local arrangements, to ensure consistency, accuracy, and best practice.
- Complete Trust Central team administration when requested by the People Director.
- Support the People Director/HR Advisors in implementing and embedding new strategies and initiatives across the Trust.
- Monitor and maintain the Home Office sponsorship licence for Trust employees and all associated checks with employees under sponsorship.
- Ensure all employment checks which are recurring are done timely and in line with Trust requirements.
- Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent internal meetings and are solicitor ready.
- Ensure the Trust SCR is completed timely with detailed information and within KPI target including DBS renewals and risk assessments for missing information and support HR Advisors when required.
- Produce reports when requested for Senior Leaders or timetabled.
- Support the HR Advisors in daily tasks when requested.
- Produce professional and accurate documentation in line with Trust formatting.

**Welfare/Health and Safety/Wellbeing**

- Ensure good working relationships with employees including representatives with an honest and respectful work ethic, always maintaining impartiality and objectivity.
- Understand and apply Health and Safety legislation and its link to HR practices and risks associated to be able to give first line advice to Line Managers and Senior Leaders to support the safety of employees through HR practices and monitoring.
- Ensure communication with employees on leave for long term sickness or maternity to provide a smooth transition back to work.
- Apply Equality, Diversity, and Inclusion in everything you do to ensure inclusivity and a fair practice.

**Recruitment**

- Follow the Trust Recruitment Process including monitoring the HRIS and administration from adverts to inductions.
- Communicate to all applicants timely throughout the process.
- Complete the onboarding process from start to end and liaise with IT, Senior Leaders, and Finance.

**Finance/payroll**

- Complete documentation accurately and timely.
- Check Implicit weekly and authorise purchases timely.
- Maintain the Payroll system with absence, maternity, paternity, and other leave.
- Monitor additional hours and make recommendations to the Senior Leader if regular additional hours are being worked by an employee.

**Learning and Development**

- Understand the legislation surrounding training and ensure all mandatory training is completed timely and recorded.
- Complete reports of outstanding training to the Headteacher and the People Director monthly in Personnel meeting.

**Professional Development**

- Undertake your own continuing professional development including participating in performance reviews and attending training as/when required.
- Continuously work within the CIPD Professional Map core areas and work towards an area of specialist knowledge if one is available.

**Other**

- Attend internal and external meetings timely and professionally.
- To promote and adhere to our Trust values and consider values in everything we do.
- Ensure you are working in accordance with the Health and Safety at Work etc. Act 1974.
- Ensure you are working in accordance with Safeguarding training and notify the Designated Safeguarding Lead of any concerns without delay.
- Complete any requests from the People Director which are reasonable considering skills, training, and knowledge.

**HRIS/HR ASSOCIATE PERSON SPECIFICATION**

<b>Technical/Professional Qualifications</b>	<b>Essential/Desirable</b>
CIPD level 3 or working towards	E
<b>Skills</b>	<b>Essential/Desirable</b>
Proficient in Microsoft Office programmes	E
Strong analytical and interpretive skills	E
<b>Knowledge/Previous Experience</b>	<b>Essential/Desirable</b>
One years' experience of working in a HR Department in either a HR Officer or HR Administrator role	E
Experience of applying policies and procedures	E
Experience of working with HRIS – iTrent	D
Experience of working with an HRIS	E
Experience of working with Arbor	D
Experience of working with Fusion (Oracle)	D
Experience of advising managers on a range of HR topics	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation	E
Up to date knowledge of employment legislation and ACAS	E

Working knowledge of TUPE and redundancy processes	D
Understands the importance of and can demonstrate working objectively and impartially with employees, Senior Leaders, and Line Managers	E
Worked in a school environment	D
Worked in a Multi Academy Trust	D
<b>Competencies</b>	
Supports the future direction of Salterns Academy Trust through identifying current and future challenges and longer-term opportunities.	
Takes a solutions-focused approach to the challenges we face as a Trust. Looks at new ways of working and responding innovatively with innovative ideas or developing current approaches to meet Trust needs.	
Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.	
Focuses on our individual drive and personal focus to succeed in delivering against our key objectives and targets.	
Works with the CIPD Professional Map core knowledge and core behaviours.	
Continues to build on Salterns Trust's reputation within the education sector, becoming an employer of choice.	
Collaborative working across the Trust with Senior Leaders and the People Director.	
Works with a 'can do' and 'one team' work ethic which is inclusive.	