

## Job Description & Person Specification

<b>Job Role:</b>	<b>People Services Officer</b>
<b>Job Family:</b>	Central Services Team
<b>Job Department:</b>	People Services
<b>Responsible to:</b>	Head of People Services
<b>Line Manager:</b>	People Services Manager
<b>Salary/Grade:</b>	B
<b>Appointee Name:</b>	
<b>Appointee Signature:</b>	
<b>Date Signed:</b>	

Working closely with the People Services Advisor/ Partners (PSA/PSPs) and Head of People Services (HoPS) to ensure the People Services brand and service is paramount to supporting the organisation. You will support the PSA team who will cover all Education Provisions (EPs). The People Services function will be structured to accommodate a single point of contact for the EPs and you will be supporting the wider People Services function in your role. You will shadow the PSA/PSPs and or HoPS in their areas and have an understanding of the organisation. With your flexible working approach, you will support strong sustainability and consistent practices to the organisation and work innovatively to continually improve the People Services service to the organisation.

In this role, the sky, really is the limit and you will be coached to actively engage with new processes and implementation of your own ideas. This is a customer focused role to provide effective support across the People Services function with particular focus on recruitment, employee records and operational People Services administration.

The details below serve only as a summary of the main responsibilities of the post. It is anticipated that the role will evolve further to suit the particular strengths of the successful candidate and an appreciation of the organisations growth.

### Key accountabilities, duties and responsibilities

#### Employee Records

- Support the People Services team to ensure the 'Single Central Record', is kept up to date at all times
- Ensure employee records in the Human Resourcing Management Information System (HRMIS) are accurate and updated when required
- Manage the compliance of People Services files (hardcopy) when required
- Update electronic employee files
- Lead on updating and maintaining specific data on the HRMIS including; absence monitoring, terms & condition of employment changes and training

#### Payroll

- Support the People Services team to ensure that regular, consistent and timely information and instruction is given to the Payroll team

- Provide administrative support to the annual salary review process as required

### **Administration**

- Lead on communication with day to day enquiries (both internal and external) in a timely and efficient manner
- Manage the People Services email inbox, phone calls, post and any other paperwork in a timely manner
- Support the PSA/PSPs in the administration of leavers and variations to contract
- Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers
- Support production of the documentation for internally promoted employees as required
- Analysing and processing transactional data for the People Services function, this including new starters, leavers, absence data, contract changes, maternity and paternity queries
- Responding to employee reference requests
- Comply with GDPR regulations at all times and advise, communicate if there are any areas of opportunity to storing our data
- Collate daily absence reporting
- Play an integral part for our new starters on boarding journey from day of offer as required
- Play an active part in your dedicated workstream, in line with the PSA/PSPs. This will include, attending meetings, taking notes and completing any administration activities accordingly. Along with these duties
- Have an understanding of the organisations current policies and processes and add valuable input where opportunities are identified through the management of the email, telephone calls and face to face interactions with the employees/external stakeholders.
- To ensure amendments to contracts are processed in accordance with statutory timescales and department processes, raising any concerns to the Head of People Services, if required
- To assist in formal capability, grievance, absence review and disciplinary meetings with note taking, where required
- Lead on ensuring annual declaration forms are processed efficiently and timely, recorded accurately
- Maintain Brunel People Services annual letters as required e.g. Central Services letter of assurance
- Support in assigning appropriate CPD training as required
- Support with general People Services administration as required across the team

### **Project & TUPE**

- Support in the administration, reporting and successful integration of employees further to TUPE transfers
- Conduct employee file audits as required
- Provide administrative support, reporting and feedback on system implementation to sustain consistency and enable the People Services team to hold accurate employee data and support reporting tools to create wider communication to the EPs HoEPs
- Run surveys: Leavers and Wellbeing. Lead on production and collation of leaver surveys and wellbeing surveys, reporting on findings and trends for improvement
- Collate data as required for Schools Workforce Census (SWC) annually
- Support/lead additional projects as directed and required

### **Continual Professional Development (CPD)**

- Under the guidance of the Head of People Services, identify and complete regular and relevant CPD and training through support of the RLDM
- Maintain an up to date awareness of current employment law and People Services best practice
- Support People Services related meetings to take minutes and gain experience in the processes as required e.g. grievance, absence

Special conditions of employment
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Director of People and Culture of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the Trust and Education Provision policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust / Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust / Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>
<p><b>Equality, Diversity and Inclusion</b></p> <p>The Education Provision and the Trust are committed to equality, diversity and value inclusion. As such the Provision and the Trust are committed to fulfilling their Equality Duty obligations and</p>

expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Education Provision premises and those where Education Provision services are provided.

**This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.**

**The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.**

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>Have relevant qualifications including passes at GCSE in Maths and English or demonstrable knowledge, professional development and experience relevant for the role</li> </ul>	<ul style="list-style-type: none"> <li>Ideally have or be prepared to study Level 3 CIPD qualification</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases</li> </ul>	<ul style="list-style-type: none"> <li>Experience in an education environment and/or HR and/or office environment within education</li> <li>Grievance, absence and general Employee Relations administrative experience</li> <li>TUPE project experience</li> <li>Projects of People Services experience and/or knowledge of</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure</li> <li>Have the ability to prioritise and work accurately with attention to detail</li> <li>Have excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries</li> <li>Be able to build effective working relationships and work well as part of a busy Central Services Team</li> <li>Understand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communications</li> </ul>	

Personal Qualities and Commitment	<ul style="list-style-type: none"> <li>Attend all Safeguarding training as required for your position, this including safer recruitment</li> <li>Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process</li> <li>As directed by the Head of People Services, attend any internal meetings on compliance and the Single Central Register</li> <li>Be willing to follow the school Safeguarding Policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Have experience and understanding of practice and principles for Safeguarding children, young people (CYP) or vulnerable adults within an organisation</li> </ul>
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