

**DEPARTMENT:** OPERATIONAL  
**DESIGNATION:** HR & PEOPLE OFFICER  
**RESPONSIBLE TO:** TRUST HR & PEOPLE MANAGER  
**POST GRADE:** LEVEL 9  
**NAME:**

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## Main Purpose of the Post

The postholder is responsible for providing professional, high quality specialist advice and support on the full range of HR matters for Alpha Academies Trust.

They will support to the Trust board and leaders to facilitate the delivery of the HR objectives and to contribute to the strategic and organisational objectives of Alpha Academies Trust.

To build strong working relationships with Senior Leaders, Principals to resolve people issues and engage with managers and operational leaders; to coach them to own their people issues, whilst providing support on a one to one and team basis.

Has responsibility for liaising with operational leaders at Trust Academies regarding their single central registers, ensuring all necessary employment checks are up to date and in line with Trust and DfE guidelines. Responsible for also ensuring the high standard, as set by the Trust Single Central Record provision is actioned, maintained and meets Ofsted requirements for academies. In addition, has responsibility for the Executive/Central Trust Team and the Discovery Academy's Single Central Registers

The post holder will have responsibility for ensuring the successful transition of their key responsibility areas when new schools/ academies are due to join the Alpha Academies Trust, meeting with Principals and/or operational leaders as required.

## Core Responsibilities, Tasks and Duties

### I. HR/Employee relations

- Lead on the effective management and resolution of employee relations casework including but not limited to; sickness absence, performance, disciplinary, grievance, redeployment and welfare issues.
- Lead projects including but not limited to TUPE, restructures, ways of working and redundancy.
- Interpret and advise on terms and conditions of employment, HR policies and procedures.
- Advise, consult and negotiate on people management matters with Trade Unions, ensuring a productive working relationship.
- Where necessary present HR reports to Trustees/Governors.
- Support on capability and performance issues.
- Research, review existing and develop new HR policies and procedures.
- Ensure that Alpha Academies Trust is fully compliant with current legislation and statutory requirements.
- Build and maintain positive working relationships across the Trust, to resolve people issues.
- To attend meetings with Trustees, Senior leaders, Principals, governors, partners, trade unions and employees.
- Create and deliver briefing and training sessions to employees and managers to improve their wider understanding of effective people management.
- Promote diversity and equality of opportunity.
- Actively participate in consultations and communications with Managers, Employees and TU representatives using a range of communication channels.
- Undertake development and training activities to enable the purpose of the role to be fulfilled and support continuous improvement

### II. Case Management

- To support on absence management for the Trust, liaising and advising Chief Executive Officer, Principals and SLT.

- Support development of new systems and processes to meet changing absence management and HR needs of the Trust.
- Provide expert advice and guidance to Trust personnel including SLT in matters relating to employee relations.
- Preparing reports and producing evidence for formal meetings with Trustees/Governors and presenting the findings.
- Knowledge of an integrated HR/Payroll system and an ability to interrogate management information to identify issues
- Complete return to work meetings, welfare reviews and informal monitoring meetings for HR teams and Trust staff when required.
- To oversee all absence reports for Trustees/Governors for all academies.
- To support the performance management process across the Trust.

### III. Policy Governance

- Research new/changing employment legislation and education sector developments to continuously develop and review HR policies, procedures and practices to ensure they are relevant and robust.

### IV. SINGLE CENTRAL REGISTER

Completes termly checks on designated Academies' Single Central Register. Support Academies with Single Central Register checks by Ofsted, overseeing due diligence checks at all Trust Academies, checking for supporting evidence and training records as detailed in the Single Central Register and as required by the Trust and DfE. Evaluating the findings from the due diligence check and report back to Academies on the finding highlighting any areas requiring further development.

Oversee and liaise with operational leaders to ensure termly checks are completed by each of the Principal, Safeguarding Lead and Chair of Governors for all Trust Academies, in line with the Trust DBS disclosures check policy. Overall responsibility for ensuring all Trust employees hold an up to date DBS enhanced disclosures check in line with the Trust DBS disclosures policy requirement.

Responsibility for the annual obligatory HR declaration process for all Trust employees to include annual safeguarding declarations and the update of staff datasheets in line with GDPR requirements.

V. Recruitment

Leads on, and has responsibility for, the safer recruitment of all new staff, governors, and volunteers to the Trust.

Leads on and evaluates recruitment processes and procedures across the Trust in order to ensure current recruitment regulations/guidance are met and that the recruitment standards, as set by the Trust, are followed.

Identifies the need for, and provides support and guidance in the implementation of new recruitment systems.

VI. General

- Deputise for Trust HR & People Manager
- Research, develop and complete training activities to enable the purpose of the role to be fulfilled and support continuous improvement.
- Be aware of the need for confidentiality.
- Seek ways of improving quality in all aspects of the work.
- To demonstrate personal accountability for all decisions taken.
- Coach, train and develop HR Administration team ensuring the provision of high quality, consistent HR and recruitment service.
- Any other duties to ensure the post objectives are met.

VII. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Trust Health and Safety policy.

VIII. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

IX. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

X. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### Declaration

**The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print name \_\_\_\_\_

## PERSON SPECIFICATION

**APPOINTMENT OF:** HR & PEOPLE OFFICER

**DEPARTMENT:** OPERATIONAL

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<p><b>Qualifications</b> It is essential that the post holder has:</p> <ul style="list-style-type: none"> <li>• Degree or equivalent experience</li> <li>• HR/CIPD qualification</li> <li>• Evidence of continued, relevant professional development.</li> <li>• Minimum of 5 years' experience as HR professional in a busy, fast paced environment,</li> </ul> <p>It is desirable that the post holder has:</p> <ul style="list-style-type: none"> <li>• Previous experience in public sector or educational setting</li> </ul>	<p><b>A</b></p>
<p><b>EXPERIENCE/KNOWLEDGE:</b> It is essential that the post holder is/has/can:</p> <ul style="list-style-type: none"> <li>• Can evaluate new requirements, implement new systems and processes and monitor their effectiveness.</li> <li>• Comprehensive expert knowledge and experience in HR in the public sector, specifically in an educational environment</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• An awareness and understanding of key issues in relation to recruitment and HR</li> </ul>	<p><b>A &amp; C</b></p>
<p><b>SKILLS AND ABILITIES:</b> It is essential that the post holder has/can:</p> <ul style="list-style-type: none"> <li>• Works on own initiative with the freedom to act within designated areas of responsibility.</li> <li>• Can cope with working under a high level of pressure and respond to short notice deadlines.</li> <li>• Is able to manage conflicting and changing priorities and prioritise Team and own workload to meet deadlines.</li> <li>• Ability to remain calm under pressure.</li> <li>• Excellent organisational skills, with the ability to prioritise and work to conflicting deadlines.</li> <li>• Ability to interpret complex information and effectively communicate this to a diverse audience.</li> <li>• Can cope with frequent interruptions to work/concentration due to service issues etc that require immediate attention.</li> </ul>	<p><b>C</b></p>

<ul style="list-style-type: none"> <li>• The ability to interpret national legislation, guidance and policy and apply it to local Trust Policies and procedures.</li> <li>• Ability to work constructively as part of a team, understanding the Trust's roles and responsibilities and own position within these.</li> <li>• Excellent organising, planning and prioritising skills.</li> <li>• A commitment to high standards and continuous improvement.</li> <li>• The ability to establish a positive ethos and sense of high achievement for all.</li> <li>• Highly developed interpersonal and communication skills including the effective use of ICT.</li> <li>• Ability to work with different teams and individuals across the Trust including Senior Leadership Team</li> <li>• The ability to understand, analyse and make effective use of a range of data.</li> <li>• Accepts, supports, and quickly implements change.</li> <li>• Ability to use a range of ICT packages.</li> </ul>	<b>C</b>
<p><b>It is desirable that the postholder is:</b></p> <ul style="list-style-type: none"> <li>• Dynamic</li> <li>• An excellent health and attendance record</li> <li>• Positive and optimistic</li> <li>• Pragmatic</li> <li>• Proactive</li> </ul>	<b>C</b>
<p><b>ADDITIONAL FACTORS:</b>  <b>It is essential that the post holder is/has:</b></p> <ul style="list-style-type: none"> <li>• A willingness to undertake appropriate training.</li> <li>• Awareness and sensitivity with regard to equal opportunities and race equality.</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>	<b>C</b>