

Job title:		HR CO-ORDINATOR	
Reports to:		School Business Manager (SBM)	Grade: 7
1.	MAIN PURPOSE OF JOB		
<ul style="list-style-type: none">To provide an efficient and responsive HR service across the school.To be lead contact for the full HR lifecycle from recruitment & selection, contractual documentation and employee checks, payroll processing (delivered by external bureau), personnel files & records and day-to-day HR queries.To ensure HR processes and practices follow statutory guidance and to provide advice and guidance to other schools in the South York MAT.			
2.	KEY TASKS:		
<ul style="list-style-type: none">To lead recruitment process for staff within the school.To ensure statutory obligations are met with respect to recruitment, selection and appointment processes; including meeting all “Single Central Record” and safeguarding requirements— e.g. DBS and DFE checks, employment references etc.To ensure new contracts of employment are produced and issued to all new starters and any existing staff and that these are set up on the appropriate payroll and recording systems.To ensure all relevant information is provided to staff on pension scheme membership and relevant employee benefits.To ensure that appropriate staff records are maintained and that documentation is issued to staff in accordance with the required timescales and that information is issued and retained in line with data protection/information management requirements.To work in partnership with the Schools HR Consultants (NYCC) where required on HR casework.To work with the SBM ensure schools issue appropriate documentation when dealing with leavers and changes to contracts and that clear systems are in place and followed to make sure such changes are actioned on the payroll in a timely fashion.To work with the SBM to support attendance monitoring and providing support to managers and staff as required.To liaise with Occupational Health on absence cases as required.To analyse absence trends and to provide regular absence reports for the MAT Board, Local Governing Bodies, Headteachers and the CEO.			

- To review HR systems, documentation and procedures to ensure they are effective and efficient and meet the needs of the MAT.
- To give first line advice and information on terms and conditions of employment / HR issues for both teaching and support staff.
- To ensure that the school is presented as a positive employer and to encourage and promote a culture of staff well-being within the MAT.
- To contribute to service development, including responsibility of the administration of new staff induction information for employees of the MAT.
- To maintain confidentiality at all times.

3. SUPERVISION / MANAGEMENT OF PEOPLE

No. reporting - 0

- Will be required to support, advise and guide managers and staff on HR processes, HR policy and best practice.
- This could include input into staff induction processes and training of new staff.

4. CREATIVITY & INNOVATION

- Innovation and creativity are essential on a day to day basis to provide a responsive and effective service that is focused on the needs and circumstances of the MAT and individual staff.
- The role needs to respond sensitively to the individuals they work with and to unforeseen/unexpected situations and complexities that might occur.
- Effective communication and interpersonal skills are essential
- The job holder will be involved in developing new ideas and adapting or improving policy, practice and procedure and to research background to specific HR queries and give advice accordingly.
- The ability to use initiative and to interpret policies, terms and conditions is essential.

5. CONTACTS & RELATIONSHIPS

- Provision of regular information and advice to the SBM, Headteacher / CEO and School Managers on HR systems, processes and procedures.
- Communication with Headteachers on specific HR issues across the MAT.
- Close contact with outsourced payroll providers regarding payroll and pensions issues
- Provision of information to staff as requested on terms and conditions / HR policies etc.
- Provision of information to prospective staff and promotion of the MAT to potential employees.
- Supporting managers and staff with return to work interviews.
- Occasional contact with union representatives
- Liaison with Occupational Health Provider on pre—employment medical issues and referrals in sickness absence cases.
- Contact with the MAT's HR Consultants (NYCC) if advice required on specific cases / HR policies.
- Occasional contact with members of schools' Local Governing Committees and the Trust Board on HR issues and provision of information on staff related matters.

	<ul style="list-style-type: none"> To act as a key point of contact and to establish and promote positive working relationships with staff in individual schools and across the MAT. To promote and maintain the safety, privacy and dignity of staff acting in line with safeguarding and legal requirements to share information where required.
6.	DECISIONS – discretion & consequences
	<ul style="list-style-type: none"> Management / prioritisation of own workload Giving advice and seeking information in a timely fashion. Uses judgement to design, develop and implement modifications / variations to processes and working arrangements and to improve the quality of the work of the HR service Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality To use judgement when delivering support to determine the best course of action and when to escalate issues to more senior staff or Schools HR Consultants. To identify staff who require intervention to improve their progress and well-being
7.	RESOURCES – financial & equipment
	<p><i>(Not budget, and <u>not</u> including desktop equipment.)</i></p> <ul style="list-style-type: none"> Limited budget responsibility
8.	WORK ENVIRONMENT
	<ul style="list-style-type: none"> Required to work to some regular deadlines in relation to payroll liaison and for issue of contractual documentation This may involve occasional visits to school sites within the MAT. This post requires normal physical effort. Normal office environment.
9.	KNOWLEDGE, SKILLS & EXPERIENCE
	<ul style="list-style-type: none"> Previous experience within a HR environment. Experience of recruitment and selection. Knowledge and understanding of the application of HR policies and procedures. Knowledge of payroll and pensions issues. Proven interpersonal skills and the ability to successfully work as a team member and influence. Excellent communication and time management skills, able to negotiate competing demands and work to tight timescales. Able to work independently and to organise own workload.
10.	POSITION OF JOB IN ORGANISATION STRUCTURE
	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 40%;">School Business Manager</div> <div style="margin: 10px auto; width: 20px; height: 20px; background: blue; transform: rotate(45deg); transform-origin: center;"></div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 30%; color: red; font-weight: bold;">HR CO-ORDINATOR</div> </div>