

Job Description



- POST:** People Directorate (PD) Officer
HR and Payroll Administrator
- RESPONSIBLE TO:** **Principal and PD Cluster Manager/Business Partner**
- GRADE:** OCL Scale 6 SCP 18-22 + Local Government Pension Scheme
FTE Salary: £24,982 – £27,041
Actual Salary: £22,490 – £24,343 (based on working 37 hours/week – 41 weeks per year).
- KEY RELATIONSHIPS:** Principal; Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning People Directorate Business Partner (PDBP), National staff including PD and Finance; Hub; other Oasis Academies.
- LOCATION:** **Oasis Academy Mayfield**
- WORKING PATTERN:** **37 hours per week, term time plus 10 days (41 weeks per year)**
- JOB PURPOSE:**

Reporting to the Principal, but under the technical support and guidance of the PD Cluster Manager/Business Partner for the Region, to establish and maintain a professional, prompt and reliable PD service to all staff across Oasis Academy Mayfield. Specifically, to be responsible for Recruitment from inception through to Onboarding and Payroll administration, ensuring a contract is issued through ITrent and all vetting checks are in place before the new starter commences employment.

Additionally, the PD Officer will be responsible for coordination and Administration and participation in PD/HR generalist activities including (but not limited to) absence management, performance management, Employee Relations and data returns, ensuring efficient and effective processes are undertaken and a professional service is maintained for all areas.

SPECIFIC RESPONSIBILITIES:

A. Recruitment, Selection and Appointment

To be responsible for the coordination of all vacancies (excluding Leadership) within your Academy. Specifically responsibilities include:

- To advise the Principal and line managers on process, procedure, and best practice.
- To support in drafting job descriptions and person specifications, providing templates and advice as required.
- To coordinate the process of vacancy approval ensuring policy is adhered to and the correct information is obtained in a timely manner.
- With support from the PD Administrator(s), to be responsible for the coordination of interview/selection logistics including room bookings, diary management, scheduling and preparation of relevant materials.
- To provide the highest levels of support and information to Principal and Hiring Managers throughout the process, including specific information on advertising, pre-selection tools and techniques and recruitment timescales.
- To draft adverts for the positions you are advertising, ensuring they are well-written, engaging and following Brand guidelines.
- To obtain quotes and post adverts and marketing materials on the various job boards and recruitment media channels in a timely and accurate fashion, ensuring the best possible exposure for vacancies.
- To post vacancies on the Academy websites via the ATS (once implemented fully) and ensure the sites are kept up-to-date, removing vacancies once expired.
- To speak to prospective and active candidates, creating a positive first impression and ensuring that all requests for recruitment packs and other general queries are responded to swiftly and professionally.
- To ensure shortlisting is completed in an accurate, compliant and timely manner.

- With support from the PD Administrators, to be responsible for interview set-up including finalising the schedule, calling candidates, sending invites and liaising with managers to ensure that all paperwork is sent prior to interview.
- To coordinate interview days, including room bookings, logistics and ensuring a professional and smooth recruitment process.
- On the day of interviews, to take copies of candidates' qualifications, right to work and DBS check documentation, ensuring appropriate accuracy and storage.
- To ensure all applicants are informed of the progress of their application either by phone or in writing.
- When required, to liaise with external recruitment agencies to source candidates for hard to fill roles.
- To ensure compliance with Oasis Community Learning's Recruitment and Selection Policy and Procedure at all times with a particular emphasis on safer recruitment.

B. Onboarding, Contracts and New Starter Administration

- To send out reference requests for all shortlisted candidates, chasing responses and passing on to the relevant hiring/recruiting manager.
- Following offer, to ensure all relevant documentation is in place so that the contract can be drafted and new starter processes begun.
- To facilitate completion of DBS disclosures and other statutory recruitment checks including overseas police checks and NCTL.
- To enter all relevant information into Midland iTrent for new starters, preparing and dispatching employment contracts and ensuring timely signature and return by individuals.
- In line with policy and legislation, to undertake electronic Barred List Checks, Management checks, Teacher Registration and Prohibition Checks and Disclosure and Barring Service checks across Oasis Community Learning.
- To undertake the administration of pre-employment health assessments for newly appointed staff.
- To maintain spreadsheets and trackers to ensure all relevant People information is collected and maintained (e.g. DBS checks, dispatched and returned new starter paperwork and contracts etc.).
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing.
- To process contract variations through iTrent, ensuring the correct authorisations are in place, accurate entering of information and issuing of relevant paperwork to employees, updating databases and records for audit and compliance purposes.
- To be a Recruitment user of the online ebulk DBS check system, ensuring checks undertaken are carried out correctly and that we are compliant with legislation and policy.
- To work closely with your line manager, reporting any potential/existing issues and escalating when required.
- To produce electronic and hard copy personnel files, ensuring all information is obtained before the file is finalised and that the file is produced in line with the standard format.
- To be responsible for the update and maintenance of the relevant Single Central Record (SCR) including entering all new starters into, adding agency workers, volunteers, contractors etc. and ensuring leavers are archived.
- To ensure all relevant primary staff and any other relevant individuals have completed Disqualification by Association and update relevant spreadsheet.
- To obtain checks for consultants, agency staff and casual staff in accordance with OCL Policy and record as required.
- Where a disclosure is made and/or where a blemish is revealed on a DBS, to follow up with the Academy staff any disclosure results from checking and prepare risk assessments as required.
- To assist with handbook and induction updates and ensure new members of staff are provided with this prior to joining.
- To inform relevant departments of new starters and send out notifications as necessary.
- To inform relevant departments of new starters and organise new starter Induction, liaising with appropriate colleagues and ensuring new starter equipment is organised for the first day.
- To track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and informing the PD Cluster Manager/Business Partner of any concerns.

C. Payroll

- In liaison with Finance ensure correct details are processed on payroll for all staff and that new staff are added onto iTrent.
- To prepare paperwork for leavers P45 and manage, collate and report Exit interview responses.
- In liaison with the Finance Team, maintain the pay related processes in an efficient and effective manner ensuring that the monthly payroll is accurate and communicated to National Office Payroll on time escalating any concerns to the PD Cluster Lead/Business Partner.
- To be responsible for collecting data required for the monthly payroll and administer changes through the iTrent system required for starters/leavers, permanent amendment.
- To action along with Finance any changes in pay, hours, weeks, additional payments, increments etc), and temporary amendments (expenses, overtime, one off payments, attachment of earnings etc).
- To be responsible for the recording of monthly absence e.g. sick leave, maternity, and special leave, paid and unpaid by payroll deadline dates.
- To ensure that staff are automatically enrolled into the pension scheme on joining the academy or change positions scheme following auto enrolment guidelines for OCL and issuing of confirmation letters to staff regarding the pension with supporting documentation.
- To assist in answering pay related queries and escalating any concerns to PD Cluster Manager/Business Partner.
- To assist in the completion of statutory salary updates and Audit requests as and when required.

D. Absence Management

- To track staff absences, self-certification, and fitness for work certification and return to work interviews ensuring full compliance of both staff and line managers.
- To monitor whole staff absence weekly identifying staff who have hit trigger points in line with absence procedure and conducting 1st Stage Formal absence meetings in line with the appropriate policy.
- With the approval of the Principal and under the guidance of the PD Cluster Manager/Business Partner to undertake absence meetings with staff.
- To undertake absence related referrals to Occupational Health as and when required.
- To liaise with Health and Safety Champion to ensure all risk assessments and workstation assessments are completed.
- To liaise with the Cover Manager in relation to leave of absence requests, ensure these are reviewed by the Principal and that staff are formally notified of the outcome of requests and personnel record and payroll is updated.
- To issue maternity guidelines and paperwork to pregnant employees as well as those requesting paternity leave, shared leave or adoption leave and arrange to undertake and report risk assessments for the expectant mother.
- To ensure maternity, paternity, shared leave and adoption leave guidelines are followed as and when necessary, and manage keeping in touch days.
- To manage and record holiday entitlements for support staff in liaison with their line managers and issue annual holiday record cards.

E. Disciplinary, Capability and Grievance

- To handle first line employee relations queries and support line managers in following the correct processes in relation to Disciplinary, Capability and Grievance.
- To liaise with PD Cluster Manager/Business Partner in relation to action being taken and any escalation of issues.
- At the direction of the Principal and with the technical support of the PD Cluster Manager/Business Partner, to issue relevant letters to staff ensuring timelines are strictly followed, arrange meetings, take notes at meetings and ensure all paperwork including checklists are fully completed including hearing packs as and when required.
- To ensure all written correspondence is approved by the line manager.

F. Performance Management

- To record receipt of performance appraisals and advise the Principal of non-completion within agreed timescales.
- To collate and report on PM process and identified CPD to the LL&D team
- To record training or CPD requirements as on appraisals.

G. General Administration, Data Management and Support

- To populate and maintain the Bromcom database and iTrent, adding new staff and keeping staff training records up to date.
- To regularly complete filing related to PD in line with format of filing system.
- To conduct annual personal detail updates to ensure accuracy on all systems and records.
- Work alongside Central Team in ensuring timely submission of data for DCSF returns relating to absence and PD including the School Workforce Census.
- To preparation letters for staff on a range of areas including confirmation of employment, home rentals/mortgages, Visa or citizenship applications, opening a new bank account.
- To advise staff on the process for retirement in relation to pensions and provide relevant paperwork (liaising with central payroll over contact with Teachers Pensions and LGPS).

H. Other

- To assist with ad-hoc tasks as required.
- To undertake other tasks as required as directed by the Principal and/or PD Cluster Manager/Business Partner.
- The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties, which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

G. Safeguarding children and young people

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Oasis. The person undertaking this role will also be working with the administration team where required and agreed by the PD Cluster Manager, to ensure smooth running of the day to day office tasks where necessary.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

People Directorate (PD) Officer Person Specification

Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Math's and English GCSE at Grade C or above (or equivalent). CIPD Level 5 or equivalent Human Resources related qualification 	<ul style="list-style-type: none"> Qualified to degree level (or equivalent)
Experience, Skills and knowledge	<ul style="list-style-type: none"> Experience of supporting the delivery of effective HR systems in an education or public sector setting Experience of working in a fast paced environment. Ability to manage conflicting demands and competing priorities. Excellent communication and interpersonal skills.. A high level of accuracy and attention to detail. Strong administrative and organisational skills. Experience of using a HR/PD system (ideally ITrent) to issue contracts. Experience of administering a range vetting and pre-employment checks (e.g. references and DBS) Working knowledge of People systems and employment law A high level of written English – ability to write clearly, concisely and creatively Good IT skills with particular knowledge of Microsoft Office Packages including Word, Outlook and Excel. Understanding of the practical application of Equal Opportunities in the workplace. Ability to converse at ease parents/students and members of the public, and provide advice in 	<ul style="list-style-type: none"> Safer Recruitment Trained Data Protection training or experience of handling SAR and FOI requests

	accurate spoken English.	
Personal Qualities	<ul style="list-style-type: none"> • Friendly, articulate and customer focused. • Proactive and able to make sensible judgments when required. • Hardworking and conscientious with a flexible approach to work. • Calm and patient. • A team player willing to support colleagues. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. • Have a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis ethos. 	<ul style="list-style-type: none"> •