
Trust Recruitment/HR Officer

Contract Type: Permanent/All Year Around
Up to 37 Hours per week

Salary: £27,344- £30,151 per annum, depending on experience

Required for: ASAP

Closing date for applications: Friday 20th October 2023 at 9 am – Wallingford School
may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School and Brightwell-cum-Sotwell Primary School, with a UTC in Aylesbury due to join the trust imminently. Both of the schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher, or Trust Operations Director. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies.

Line of responsibility

The Recruitment/HR Officer will be directly responsible to the Trust Operations Director

Job purpose

The Recruitment/HR Officer is responsible for:

- Organising and assisting with the management of all aspects of the school's human resource function, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.
- Implementation of all aspects of the school's recruitment strategies including those related to teachers and associate staff.
- Assisting with the implementation and co-ordination of the school's appraisal arrangements for associate staff.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Job specification

Recruitment/HR officer

- They shall ensure that associate staff are informed, as required, of changes and developments associated with employment matters.
- They shall assist the Trust Operations Director in implementing and co-ordination of the school's appraisal arrangements and professional development policy for associate staff.
- They shall be responsible for the completion of risk assessments and follow up interviews with staff that have health issues following fitness for work assessments.
- They shall provide sickness management information, including detailed reports and analysis to the Trust Operations Director and Headteachers' of all schools within the trust. This will include the processing of absences within the MIS and payroll systems.
- They shall ensure all sickness related documentation is received and processed in a timely manner e.g. Fit for work notes
- They shall maintain and monitor the Safeguarding and training records, including identification of training needs across the trust and distributing certificates.
- They shall assist in updating of the school's staffing structures, including necessary consultation, in discussion with their line manager, the governors and the headteachers.
- They shall provide cover and work in conjunction with the Senior Finance Manager, including liaise with school's payroll provider to ensure all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- They shall ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements, for example, evaluation of an individual's self-employed status.
- They shall assist in ensuring that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with all relevant parties as necessary (for example, Home Office, HMRC, UK Border Agency).
- They shall ensure that all relevant changes affecting staff are notified as required to the Senior Finance Manager for action including contract, salary and pensions information.
- They shall ensure that annual salary statements are completed and issued to all staff.
- They shall ensure that all staff personnel details are included in individual secure HR files and on the school's MIS system/s.
- They shall oversee arrangements for the induction of all new staff within her/his areas of responsibility.
- They shall be responsible for the updating of all internal personnel policies eg discipline, grievance, capability, redundancy, absence monitoring, and equality schemes including the appeals process.
- They shall work jointly with the Trust Operations Director be responsible for ensuring that all HR related casework is completed within required timescales.
- Assist the Trust Operations Director with the updating and implementation of policies.

Recruitment

- They shall be responsible for implementing the whole recruitment process for all staff, including involvement in identification of vacancies, advertising, shortlisting, interview arrangements, letters of appointment, safer recruitment, vetting and barring checks, and contracts of employment.
- They shall keep under constant review along with the Trust Operations Director a full range of recruitment strategies and options.
- They shall, in discussion with the trust operations director and the headteacher, be proactive in the development and implementation of succession planning.

Administrative

- They shall liaise as necessary to ensure an efficient and effective administrative support to the trust, including taking minutes at meetings as required.

- They shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- They shall collate information, statistics and prepare reports as required by the Trust Operations Director, the headteacher and the governing board.
- They shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained.
- They shall process, input, extract and analyse information from the school's database system/s.
- They shall process correspondence promptly and as required.

General

- They shall attend school events as required.
- They shall participate in school emergencies, in conjunction with other members of the senior leadership team (SLT), including the implementation of effective evacuation and search procedures as required.

RECRUITMENT/HR OFFICER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
Experience or qualification in the effective use of Microsoft applications (Excel, Word, Outlook)	Experience of managing and co-ordinating a performance management scheme.	Application form
Experience of using databases, both maintaining and data extraction.	Further or higher education qualifications relevant to the field.	Letter of application
	Evidence of personnel management within a school or similar organisation.	References
		Interviews
		Certificate/s (to be available at interview)
Knowledge and skills		
Ability to build and form good relationships with students, colleagues and other professionals.	Experience of recruitment strategies and procedures.	Application form
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	Knowledge and understanding of safer recruitment requirements in schools.	Letter of application
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	Ability and knowledge of writing and reviewing policy documents.	References
Ability to proficiently use office computer software including word-processing, spreadsheet, personnel database/s and internet systems.	A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts.	Interviews
	Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.	
Personal qualities		
Excellent interpersonal skills with ability to maintain strict confidentiality.		Application form
Initiative and ability to prioritise one's own work and that of others to meet deadlines.		Letter of application
Efficient and meticulous in organisation.		References
Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.		Interviews

Essential	Desirable	Evidence
A willingness to seek specialist advice and awareness of where to seek it. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community.		

THE HOURS + SALARY

Permanent /All Year Around /37 hours per week

Grade 8 Point 18–23 £27,344- £30,151 per annum depending on experience

Flexibility in weekly hours will be considered

The majority of annual leave entitlement is expected to be taken during school breaks, but there is flexibility during quieter periods of the school year to take leave.

THE ATTRIBUTES OF THE IDEAL CANDIDATE

When making appointments of this nature we look for people who have themselves the sound educational background that enables them to be able to help students. They also need to feel comfortable working and co-operating with varying numbers of adults. A supportive, caring approach to the student is important, as well as the need to help develop independent learning. A willingness to be flexible when working across different areas of post role tasks is essential. Sensitivity and discretion are important attributes.

GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.
- Applicants should be aware that we operate a non-smoking policy on site.

The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

Closing date for receipt of completed application forms is **Friday 20th October 2023 at 9 am**

We look forward to receiving your application.