



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

www.batleymat.co.uk



Ensuring Exceptional Educational Outcomes For All

JOB SPECIFICATION

Job Title: HR & Recruitment Officer	Grade: 7 (pending Job Evaluation)
Department: Human Resources	Accountable to: Human Resources Manager
Contractual Terms: Permanent	Responsible for: N/A

Overall Purpose of the Job:

- To coordinate recruitment processes for schools within Batley Multi Academy Trust (the Trust) and the central Trust team as directed by the Human Resources Manager, ensuring that pre-employment checks are processed in an efficient and timely manner.
- To contribute to the delivery of an effective, courteous and responsive Human Resources service to the schools within the Trust, providing guidance and support to managers and employees across key operational areas, including recruitment and selection, sickness management, induction, terms and conditions of service and employee relations issues that arise across the Trust.
- To maintain accurate and secure HR records.

Key Duties and Responsibilities:

- Coordinate recruitment and selection processes for the schools, preparing and placing job advertisements, producing job specifications, appointment letter, contracts of employment, casual worker statements and volunteer agreements across the Trust.
- Ensure all required pre-employment checks are undertaken in a timely manner, immediately alerting the HR Manager to any issues.
- Develop recruitment processes and the use of direct sourcing through recruitment events, social media advertising and networking opportunities to attract high calibre candidates.
- Keep up to date with the current recruitment market within the education sector ensuring that the Trust can be marketed as an employer of choice.
- Liaise with Headteachers and other senior Leaders with regards to changes to job specifications.
- Participate in the Trust's job evaluation process including organising panels, attending panels as a panel member and administration following processes are complete.
- Proactively support managers in the effective application of human resources policies and procedures, including support for disciplinary, grievance, absence/welfare and other such policy application processes, as directed by the HR Manager.
- Develop and maintain a positive and constructive working relationship with all internal and external colleagues, including trade union colleagues.
- Assist in the development and organisation of Trust wide inductions and new starter processes and procedures.
- Assist with Single Central Register audits across the Trust schools.

- Ensure exit interviews are conducted for staff either face to face or electronically and support these meetings where necessary.
- Ensure the payroll team is informed about changes within the Trust central team in accordance with deadlines.
- Support the HR Manager in the Implementation and communication to staff of new and revised policies and procedures, in line with the Trust's requirements and to assist in ensuring that all staff understand these policies and procedures.
- Assist the Human Resources Manager with day to day administration to support the effective functioning of the service and maintain up to date procedural records.
- Assist with Human Resources and recruitment reporting and analytics.
- Keep abreast of changing employment legislation and new developments and innovations to maintain high standards and contribute to the continuous improvement of service delivery.

Additional Information:

- Undertake any such duties commensurate with the post as directed by the Human Resources Manager/ CEO.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students and act in a supportive way that helps others and enables them to be open about any issues affecting them.
- Have a good understanding of the General Data Protection Regulation (GDPR) and a willingness and a commitment to ensure compliance of this regulation and any associated data-related legislation.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed
Qualifications:	Educated to A-Level or equivalent relevant experience	E	A/I
	Degree level qualification	D	
	Appropriate HR qualification or working towards e.g Chartered Institute of Personnel & Development (CIPD)	E	
Knowledge and Experience:	Considerable previous experience of undertaking Human Resources administration	E	A/I
	Considerable previous experience of undertaking recruitment and selection processes	E	
	Some experience and knowledge of undertaking Human Resources advisory work, in connection with disciplinary, grievance, absence/welfare and other such policy application processes	E	
	Sound knowledge of terms and conditions of employment related to education based teaching and associate staff	D	

	<p>The role requires specialist theoretical and practical knowledge and considerable knowledge of Trust policies, procedures and practices</p> <p>The role requires an in-depth knowledge of relevant statutory legislation and the post holder will have some accountability for this</p>	E	
		E	
Planning, Organisation and Mental Challenge:	Analytical and creative skills are required to interpret information and to solve varied problems or develop solutions/plans over a short term period	E	A/I
Empathy & Social Intelligence:	The post holder requires some self-awareness, self-management, social awareness and relationship management together with considerable empathy, understanding and the ability to accurately read, anticipate and understand the needs, motivations, beliefs and desires of others.	E	A/I
Interpersonal & Communication:	The role involves exercising developed interpersonal skills including exchanging orally and in writing complicated or sensitive information with a range of audiences including Senior Leadership Team, parents/carers, etc.	E	A/I
Physical Skills and Demands:	<p>The post holder must have dexterity and coordination skills as there is some demand for both precision and speed to be able to accurately input computer based information to meet strict deadlines.</p> <p>Tasks or activities are undertaken mainly in a sedentary position. There may be limited requirement for standing, walking, bending or stretching</p>	E	A/I
		E	
Initiative & Independence:	Working within recognised procedures, the post holder will be expected to self-manage own workload and respond independently when dealing with unanticipated problems. The post holder generally has access to a line manager for advice and guidance on unusual or difficult problems	E	A/I
Emotional Challenge and Resilience:	The role involves contact with staff who through their circumstances or behaviour could occasionally place emotional challenges on the role and some emotional resilience will be required.	E	A/I
Philosophy and Commitment:	<p>An interest in educational issues.</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p>	E	A/I
		E	

	A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement.	E	
	A 'can-do' approach and positive attitude to innovation and change.	E	
Personal Qualities:	Ability to contribute to effective team working.	E	A/I
	Effective time management.	E	
	Ability to work confidentially and with discretion.	E	
	Excellent organisational skills and the ability to prioritise.	E	

Responsibilities for Resources:

Line Management Responsibilities: The role involves no direction or co-ordination of other staff

Financial Responsibilities: The role involves no direct responsibility for financial resources

Physical Resources: The role has some direct responsibility for physical resources and the work regularly involves handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important

Responsibility for People: The role involves considerable direct impact on the well-being of staff through the provision of advice and guidance on policies and procedures to Managers.

Responsibility for Policy Development: The post holder will have some responsibility for policy development within the Trust, including providing advice, guidance and constructive feedback to the policy developer

Responsibility for Student Outcomes: The post holder will have limited direct impact on the educational outcomes of students

Working Conditions

The post holder works in an office environment and will have some exposure to people issues throughout the working day.

Main Contacts: The post holder must always project a professional image when dealing directly with colleagues, Governing Boards, the Board of Trustees and external bodies.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: December 2021

Signature of Post holder:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.