

## Job Description

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|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Post Details</b>           | <b>Last Updated: September 2024</b>                                                                  |
| <b>Job title</b>              | HR Coordinator                                                                                       |
| <b>Department</b>             | Central Team                                                                                         |
| <b>Grade</b>                  | LPT Grade 6                                                                                          |
| <b>Place of work</b>          | Learning Partners Academy Trust central team offices in Guildford                                    |
| <b>Responsible to</b>         | Head of HR                                                                                           |
| <b>Responsible for</b>        | N/A                                                                                                  |
| <b>Internal communication</b> | Central team, schools' HR administration teams, school business managers, headteachers               |
| <b>External communication</b> | Payroll provider, occupational health, government departments, recruitment agencies, supply agencies |

### A. Job Purpose Statement

Provide a professional, customer focused, confidential and efficient HR administration service to staff and leadership teams across trust.

### B. Key Responsibility Areas:

Carry out HR duties across a range of activities including data management, reporting, compliance and general HR administration.

Undertake recruitment and onboarding administration ensuring compliance with regulations, policies and procedures, particularly with regard to safer recruitment.

Maintain regular and effective communications with a range of trust colleagues ensuring confidentiality at all times.

### C. Core Purpose of Role

*This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.*

- Provide an approachable and professional response to telephone, email and face to face queries, referring on non-routine matters on as appropriate.
- Assist in dealing with queries regarding HR policies, procedures and processes.

#### Compliance

- Maintain the Single Central Record in accordance with Safer Recruitment legislation.
- Ensure that the HR system and employee records are accurate and up to date.

- Co-ordinate on the compliance/safeguarding training for new starters and existing Central Team employees
- Ensure that staff are up to date with their statutory training requirements.

### **Recruitment**

Provide comprehensive administrative and HR support to all aspects of the recruitment process ensuring that the process is conducted and completed in a timely manner

- Preparing job descriptions, person specifications and advertisements.
- Place advertisements and monitor applications on the applicant tracking system.
- Co-ordinate the shortlisting and interviews process, prepare interview packs, interview schedules and sending invites to interview.
- Liaise with applicants, ensuring that during the recruitment process applicants receive a high-quality experience.
- Support in the preparation of offer letters and contractual documentation for all new starters.
- Ensure compliance and adherence to safer recruitment practices and policies for new employees
- Co-ordinate the administration of new staff inductions and new starter communications.

### **Payroll**

- Ensure efficient, accurate and timely completion and quality control of the monthly Central Team payroll.
- Effectively communicate all staffing changes to payroll provider
- Investigate and if necessary, rectify any payroll queries.
- Upload and distribute payslips each month
- Draft annual salary statements

### **Administration**

- Draft offer letters and contracts of employment.
- Produce routine letters/documents relating to changes in terms and conditions, periods of maternity/paternity leave or special leave etc.
- Assist with the administrative processes during the annual performance management process and new staff probation periods.
- Co-ordinate the process of leavers
- Provide administrative support for the annual staff survey and assist in the collation of staff survey responses.
- Support the administration of employee relation casework such as consultation, disciplinary, capability and grievance cases.
- Take notes/minutes at relevant employee and/or union meetings
- Co-ordinate the Trust's Employee benefits programme

### **HR metrics**

- Collate relevant HR data in support of internal and external reporting.

Undertake HR projects as directed.

Develop and implement improvements to the HR administration process and procedures, looking for opportunities to streamline, automate and provide efficiency.

## **D. Expectations**

The post holder is expected to take a leadership role in promoting the Learning Partners values:

**Ambition for All** – we will always strive for excellence – in every school, for every child.

**Better Together** – we will collaborate and work together in partnership with others to improve outcomes for all.

**Learning that Inspires** – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

**Brave Innovators** – We will restlessly pursue creative and innovative ways of enriching the education of all children.

**Guided by Integrity** – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
  - Following local codes of safe working practices and the School’s Health and Safety Policy.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

## E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO and your line manager to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

## F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

|                                       |                                                                                                                                                        | Essential/Desirable |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Education &amp; qualifications</b> | <ul style="list-style-type: none"> <li>• Minimum of 3 GCSEs/O-Level including Maths and English grade C/4 or above or equivalent experience</li> </ul> | E                   |
|                                       | <ul style="list-style-type: none"> <li>• Relevant vocational qualification(s) relating to business administration</li> </ul>                           | D                   |

|                                              |                                                                                                                                                                              |   |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                              | <ul style="list-style-type: none"> <li>• CIPD Level 3 Foundation Certificate in Human Resources Practice or a willingness to learn</li> </ul>                                | D |
| <b>Knowledge/<br/>experience</b>             | <ul style="list-style-type: none"> <li>• Previous administrative experience in a busy office environment</li> </ul>                                                          | E |
|                                              | <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office</li> </ul>                                                                                | E |
|                                              | <ul style="list-style-type: none"> <li>• Previous experience of working in an HR department</li> </ul>                                                                       | D |
|                                              | <ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>                                                                            | D |
|                                              | <ul style="list-style-type: none"> <li>• Experience of using an HR database</li> </ul>                                                                                       | D |
|                                              | <ul style="list-style-type: none"> <li>• Awareness and understanding of importance of data protection, safeguarding and safer recruitment</li> </ul>                         | D |
|                                              | <ul style="list-style-type: none"> <li>• Experience of taking notes of meetings</li> </ul>                                                                                   | D |
| <b>Skills/abilities</b>                      | <ul style="list-style-type: none"> <li>• Well organised and able to manage and prioritise a diverse workload to meet deadlines whilst maintaining a high standard</li> </ul> | E |
|                                              | <ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing</li> </ul>                                                             | E |
|                                              | <ul style="list-style-type: none"> <li>• Good numerical skills with the confidence to work with payroll and other HR data</li> </ul>                                         | E |
|                                              | <ul style="list-style-type: none"> <li>• Able to respond flexibly and adapt to changing deadlines</li> </ul>                                                                 | E |
|                                              | <ul style="list-style-type: none"> <li>• Able to extract and present data</li> </ul>                                                                                         | E |
|                                              | <ul style="list-style-type: none"> <li>• Able to use initiative and think through problems to find solutions</li> </ul>                                                      | E |
|                                              | <ul style="list-style-type: none"> <li>• Attention to detail and ability to check for accuracy</li> </ul>                                                                    | E |
|                                              | <ul style="list-style-type: none"> <li>• Able to work as part of a team with a strong focus on working together to achieve results</li> </ul>                                | E |
|                                              | <ul style="list-style-type: none"> <li>• Full driving licence to enable movement between sites</li> </ul>                                                                    | D |
| <b>Aptitudes/<br/>personal<br/>qualities</b> | <ul style="list-style-type: none"> <li>• Discretion and integrity</li> </ul>                                                                                                 | E |
|                                              | <ul style="list-style-type: none"> <li>• Calm under pressure</li> </ul>                                                                                                      | E |
|                                              | <ul style="list-style-type: none"> <li>• Flexible in approach to meet changing departmental needs</li> </ul>                                                                 | E |

Signed (postholder): \_\_\_\_\_

Date: \_\_\_\_\_