



Job Description

Job Title	HR Business Support Officer
Pay scale	Scale 6 - £27,228 - £28,215
Location	Southend/Newham
Responsible to	HR Executive School Business Manager
Purpose	To provide high quality HR and Payroll business support to the HR Executive School Business Manager and the wider Trust Leadership Group, to enable the organisation to deliver its key priorities.
Job context	<p>Full time 36 hours per week, 52 weeks per year, permanent.</p> <p>Members of the Business Support Tier of the organisation work as part of the Central Team and provide operational support to the Business Management Tier and the Trust Leadership Group and operational day to day support to individual academies within the Trust.</p> <pre> graph TD Members[Members] --> Trustees[Trustees] Trustees --> CEO[CEO] CEO --> CFO[CFO] CEO --> HoPRGC[HoPRGC] CEO --> TLG[Trust Leadership Group] TLG -.-> GO[Governance Officer] TLG -.-> MCO[Media & Comms Officer] TLG --> Finance[Finance] TLG --> HR[HR] TLG --> ExecSBM[Exec SBM] TLG --> ICT[ICT] TLG --> NWoW[NWoW] Finance --> GMA[Grad Mgmt Ac Finance & Data Officer] HR --> HRO[HR Officers] ExecSBM --> Admin[Administrator] ICT --> ICTS[ICT support] </pre> <p>New Ways of Working (NWoW) business support structure</p>



Generic Business Support Officer responsibilities	<p>(For all Business Support Officer Tier roles:)</p> <ul style="list-style-type: none"> To work with the Business Management Tier and Trust Leadership Group to ensure the financial sustainability and compliance of the Trust and each academy
Responsibilities of this role	<p>Human Resources:</p> <p>Assist with recruitment administration, including vacancy advertising, processing job applications, management of shortlisting process, reference requests and arranging interviews.</p> <p>Management of appointments process; ensuring that all safer recruitment checks are completed and recorded within personnel records.</p> <p>Issuing appropriate contracts of employment for new starters and variations.</p> <p>Assisting with the on-barding process for new starters.</p> <p>Maintenance/audit of single central record for each Academy.</p> <p>Create and maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act.</p> <p>Create and maintain up to date folders for all employee benefit information.</p> <p>Providing HR/People metric data information reports as required by the Trust Leadership Group.</p> <p>Provide accurate and timely information, data and advice to managers and employees on LIHT people policies and procedures</p> <p>Generation of School Workforce Reports and other returns as required.</p> <p>Assistance with the annual finance audit, provide sample staffing information as requested.</p> <p>Read relevant information and articles to build and broaden understanding of new initiatives and practices within the HR environment.</p> <p>Contribute to the development and review of existing policies and procedures.</p> <p>Any other duties as required by the business.</p>



	<p>Payroll:</p> <p>Creation of new starters in payroll system, following completion of HR recruitment process.</p> <p>Administration of contract changes and amendments in the payroll software, including maternity and leavers.</p> <p>Uploading monthly return information from schools in relation to overtime and absence (pending full self-service implementation)</p> <p>Distribution of payroll reports to schools for variance checking. Liaising with payroll bureau to resolve discrepancies within cutoff deadlines.</p> <p>Maintenance of the HR email inbox, responding to queries as received. Providing telephone advice and support in this capacity.</p> <p>Pension scheme administration. Ensuring that employee pension records are accurate, following systems and procedures set by relevant pension scheme administrator.</p> <p>Providing monthly payroll schedules to third parties as required (pension scheme, union contributions etc)</p> <p>Assisting with bulk salary updates as required, for example, annual pay awards, where applicable.</p>
Key safeguarding responsibilities	<ul style="list-style-type: none">• <i>To ensure that all safer recruitment policies and procedures are followed for the organisation, in line with current guidelines/legislation.</i>
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	Good standard of formal education (A level preferred) • Above average literacy and numeracy • CIPD or equivalent HR qualification desirable	X X	 X X	Application form/interview/test
Professional Experience and Knowledge	Experience of using MHR I-trent is advantageous Experience of computerised payroll system is essential Experience of HR/Payroll administration Experience of managing HR casework	 X X 	X X	Application form/interview/test
Personal aptitude, qualities and skills	Flexibility with hours of work Excellent communication skills Able to deal professionally with all stakeholders Effective interpersonal skills Above average critical thinking ability Computer literate, preferably with knowledge of accounting HR and Payroll systems Ability to work independently and within deadlines	X X X X X X	 X	Application form/interview/test



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	Ability to maintain confidentiality	X		
	Commitment to equal opportunities	X		