

Job title:	People / HR Officer
Grade:	Grade 9 (Scale point 19 to 25)
Reports to:	People Services Manager

Main job purpose

This role is crucial in ensuring the smooth and compliant operation of our Trust's People HR service across schools and central shared service departments. You will be a key first point of contact for generic HR queries, providing essential administrative support, expert advice, and guidance, to both central and school-based leaders, managers and employees across the Trust.

You will be responsible for providing customer-focussed HR generalist solutions, providing a comprehensive, professional, reliable and confidential Human Resource advice, support, administrative and compliance best practice service delivery. Providing administration for the full employee lifecycle from attraction, onboarding, managing, and leaving Initio Learning Trust. Operating in a responsive, balanced, fair and compassionate manner, ensuring a high-quality employee experience for all employed and engaged with Initio Learning Trust.

Full adherence, compliance and implementation of Initio learning trust's policies and procedures, including UK employment legislation and ACAS employer best practice guidance.

Main responsibilities and duties

Employee Lifecycle:

- Support the People HR team to provide an excellent recruitment and onboarding process and experience.
- Ensure appropriate safer recruitment, pre-employment vetting checks are undertaken and recorded.
- Prepare accurate offer letters and payroll starter declaration forms, ensuring staff are issued with their appropriate contract of employment.
- Partner relevant school/department to monitor and support the new starter probationary period.
- Work closely with People HR and school office colleagues to meet payroll deadlines, providing oversight and support to the relevant school office team to ensure the monthly payroll checklist tracker is maintained and up to date, ensuring all payroll changes are processed in time.
- Completing monthly payroll checking of payroll reports, ensuring the relevant school Headteacher/department director provides final approval and sign off.
- Supporting relevant schools/departments with contractual change requests, administration, and issuing of contract variation letters, recording and filing appropriately. These can include but are not limited to: flexible working requests, maternity, paternity, adoption, shared parental leave, any other changes to terms and conditions of employment.
- Work closely with relevant schools/departments to ensure staff absences are supported by appropriate evidence, recorded and monitored, escalating as appropriate.
- Process relevant school/department leavers via the HR and payroll system and process.

HR Administration and Records Management:

- Work closely to ensure the relevant school's Single Central Record (SCR) is maintained and up to date.
- Maintain and administer employee e-files using the relevant HR, Payroll, Management information system and processes.
- Recording and electronically filing monthly payroll files as per Initio standards.
- Set up new starter accounts and maintain contractual records on the relevant school's management information system (Arbor) in line with Initio standards.
- Support with the delivery of meetings, interviews, consultations and training events.

HR Advice & Guidance :

- Act as the key first point of contact for day-to-day People HR support via the central email inbox and to the relevant schools/department, escalating complex issues/requests appropriately.
- Work collaboratively to develop the People HR team by providing advice, guidance and support to our schools/departments and settings.
- Support the People HR team by collecting, collating and preparing data for People HR reports, including sickness absence by relevant school/department.
- Supporting schools/department processing Occupational Health (OH) Management Referrals.
- Supporting and actively promoting staff wellbeing, signposting and management of staff wellbeing initiatives to support and improve physical, mental and emotional wellbeing of employees.

General:

- Undertake relevant project work which supports the development of the People HR service.
- Contribute to the continuous improvement of HR processes and systems.
- Maintain strict confidentiality of all HR and payroll information.
- Adhere to all Trust policies and procedures, including those relating to safeguarding and data protection.
- Attend relevant meetings and training sessions as required.
- To be responsible for own self-development and keeping abreast of relevant information to support that development and that of the wider department.
- To keep abreast of improvements and changes in fields relevant to role and communicate to staff as required.
- To work with the Trust central team and other schools in the Trust network, to establish good practice throughout the network.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Director People and Culture.

Supervision and management

The role has no team or line management responsibility. This role reports into the People Service Manager and works closely with the People Business Partners and School Office roles.

Decision making

To support the school staff team, receiving queries raised by staff and signposting appropriately in accordance with procedures.

Key contacts and relationships

Central People HR shared service team, People Business Partners, Headteachers, Senior Leadership Team, School Office staff, the Local Authority and external partner agencies.

Resources

Extensive use of IT equipment in the course of general working.

Working environment

Hybrid. The post will be based in the Trust's central People HR shared service team, but will be required to travel between the assigned schools to this role, with occasional home based working. The post holder must be in a position to travel independently at short notice to respond to the organisational requirements.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision.
- Participate in training and other learning activities as required.
- Participate in Performance Management and development as required by the Trust's policies and procedures.
- Participate actively and flexibly in a range of school activities.
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with and promote the Equality and Diversity Policy.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust People HR Team
Date:	July 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification). 	<ul style="list-style-type: none"> CIPD qualified (Level 3 or 5) or equivalent experience, or working towards. CIPD membership. 	<ul style="list-style-type: none"> Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Proven experience in an HR administration, advisory role. Experience of following and improving HR processes and procedures. Experience of working with payroll processes in-house or with external providers. Some understanding of HR best practices and UK employment law - CIPD / ACAS. 	<ul style="list-style-type: none"> Experience of working within a Multi-Academy Trust or education setting. Knowledge of pension schemes (e.g., Teachers' Pension Scheme, Local Government Pension Scheme). Experience of working in a matrix and/or business partner way. Statutory and regulatory knowledge of STPCD, burgundy book, green book, KCSIE. Experience of working and consulting with trade unions/professional associations. Knowledge of education data systems such as arbor. Knowledge of education HRIS. Demonstrable experience with payroll checking and a good understanding of payroll processes. 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Excellent administrative and organisational skills. Proficient in Microsoft and/or Google Suite (Word, Excel, Outlook). Fluency in English for all staff public-facing roles. Excellent attention to detail and accuracy, particularly with numerical data. Exceptional organizational and time management skills, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment. Strong communication skills, both written and verbal, with the ability to deal professionally and effectively with colleagues at all levels. A proactive and problem-solving approach to work. Self-motivated with the ability to work independently and as part of a team. 	<ul style="list-style-type: none"> Advanced Excel skills for data analysis and manipulation. 	<ul style="list-style-type: none"> Application Form Interview References Language Qualifications <p>Fluency in English evidenced by:</p> <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad

Requirements	Essential	Desirable	Evidence
Personal Qualities	<ul style="list-style-type: none"> • Discretion (maintaining absolute confidentiality and integrity). • Calm under pressure. • Quick Learner. • Flexible and adaptable. • Ability to stay focussed. • Tenacity. • Attention to detail. • Use of initiative. • Ability to work under pressure. • Ability to work in a team and ask for support where needed. • Collaborative, Ambitious, Respectful - Trust Values 		<ul style="list-style-type: none"> • Application Form • Interview • References
Relationships	<ul style="list-style-type: none"> • Have positive and mutually supportive relationships with all colleagues, specifically Senior Leaders, Headteachers, School Office and external partner providers. • Ability to promote the school across the wider community. 		<ul style="list-style-type: none"> • References • Interview
Safeguarding	<ul style="list-style-type: none"> • Good knowledge of relevant Safeguarding procedures. • Commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Good awareness of potential Safeguarding issues. 	<ul style="list-style-type: none"> • Application Form • Interview • References