



## **JOB DESCRIPTION**

**NAME:**

**POST:**

**HR Academy Lead**

**GRADE:**

**7 SCP 23 - 26**

**RELATIONSHIPS:**

The post holder is accountable to the Trust HR Partner in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary. The post holder is the line manager of the receptionist and admin assistant at their academy.

**PURPOSE:**

To provide an efficient, effective and confidential HR and administrative service within the Academy and Ambitions Academies Trust (AAT).

**MAIN DUTIES & RESPONSIBILITIES:**

**HR:**

- To lead and be responsible for ensuring Trust recruitment and onboarding procedures are complied with, starting from the staffing request process and including the preparation of all documentation, advertising, interview processes and ensuring relevant recruitment checks are in place prior to staff commencing employment i.e. DBS, medical, references, right to work, etc.
- To ensure all personnel records are maintained in line with Trust procedures and are kept up to date and comply with Data Protection principles. This will include, but is not limited to, variations to contracts, time off requests, leavers and exit interviews
- To contribute towards the quality of HR reviews
- To ensure that the MIS system (Integrus/SIMS) and Single Central Register (SCR) are completed accurately and up to date at all times in line with HR protocol.
- To ensure that the payroll system (DES) is up to date and accurate, whilst adhering to deadlines and ensuring compliance with the requirements of internal and external audit.
- To review payroll each month, with the Finance Manager, following the publishing of the preview report from the payroll provider.
- To lead on the management and administration of sickness absence within the Academy ensuring, return to work meetings with staff on day 1 of return and relevant entries are made on the necessary systems.
- Undertake regular monitoring of sickness absence to identify patterns of absence and absence review points. Ensure Occupational Health referrals are made where required. This is to be managed in partnership with the HR partner for the site

- To regularly liaise with their HR Partners on all people matters, this will include, but is not limited to, casework.
- To actively support the Principal in the implementation and ongoing management of the appraisal process.
- To coordinate the review of Academy policies in line with the Policy Review timetable
- To ensure full compliance of all HR Policies and support the Principal with the implementation of all other policies and procedures.
- To ensure that the website is up to date and compliant with the relevant policies and procedures
- To coordinate, track and ensure completion all mandatory staff training.
- To ensure that the relevant data is available for the completion of statutory returns.

#### **ADMINISTRATION:**

- To line manage the receptionist and admin assistant ensuring an efficient, effective and confidential service is provided to the Academy.
- To devise, develop and review administration systems, with support from their HR partner, within the Academy to provide more efficient and effective ways of working.
- To oversee and monitor the ordering of office stationery
- To use Social Media platforms to promote the Academy, in line with Trust Policies.

#### **SUPPORT TO THE PRINCIPAL:**

- To ensure the Principal and Senior Leadership Team receive full and comprehensive HR support.
- Oversight and management of the Principal's diary.
- Preparation, administration and minute taking, where appropriate, of meetings
- To process the administration of exclusions following statutory guidance.
- To assist the Principal in the handling of complaints ensuring adequate response in accordance with the Complaints Policy.

#### **GOVERNANCE:**

- To provide organisational and administrative support as the Clerk to the Academy Advisory Committee.
- To plan termly committee meetings, working with the Chair and Principal, with a focussed agenda that enables the committee to make effective use of their time and focus on strategic matters.
- To facilitate the induction of new committed members and to provide support for members taking on new roles, in particular, the Academy Committee Chair.
- To provide advice and guidance to ensure that the committee works in compliance with the appropriate legal and regulatory framework, including the Trust's Scheme of Delegation and the Academy committee's Terms of Reference.
- To support panel meetings as required.

#### **GENERAL:**

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.

- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

**Post Holder**



**Signed:** ..... **Date:** .....

**Chief Executive Officer**

One copy to be retained by member of staff and one kept on the employee's file.

**Ambitions Academies Trust Is Committed to Providing A Safe, Supportive and Stimulating Environment for All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974**

**Outstanding Achievement for All**