



Generations Multi Academy Trust Support Staff Job Description

JOB TITLE:	Human Resources & Payroll Officer
LOCATION:	MAT Central Team, based at Goffs-Churchgate Academy with travel to other schools within the Trust
WORKING HOURS:	29.5 hours per week, all-year Exact working pattern to be agreed with the successful candidate but it will need to include working on a Friday The standard working days are Mon-Thurs 08:00-16:00 (with a half-hour unpaid break) and Fri 08:00-15:30 (with a half-hour unpaid break)
GRADE AND SALARY RANGE:	H6 – H7 (£28,322 - £33,064pa full-time equivalent) depending on qualifications and experience (£22,581-£26,361 pa actual salary)
PURPOSE OF YOUR JOB:	To provide pro-active guidance to line managers and employees on the full range of employment related matters To provide an efficient and accurate payroll admin service
REPORTING TO:	Human Resources Manager
STAFF REPORTING TO JOB HOLDER:	None
CONTACTS WITHIN THE TRUST:	All staff including leadership, Local Academy Board members and Trustees
CONTACTS OUTSIDE THE TRUST:	Professional services providers such as Access People and HfL, job applicants, recruitment agencies, contractors and visitors
MAIN TASKS AND RESPONSIBILITIES:	Employee relations: <ul style="list-style-type: none"> • Acting as a trusted adviser to line managers and employees on employment-related matters (such as Family Leave and performance management), ensuring that all advice is in line with Trust policies and best practice • Applying sound absence management practices, for example holding health review meetings, acting on triggers, liaising with occupational health providers and working to reduce the impact of long-term absence

	<ul style="list-style-type: none"> • Accurately drafting employment documents, such as pay award or change of terms letters, and actioning the resulting changes to terms and conditions or pay on the Trust’s online HR system • Providing HR guidance to managers leading disciplinary/grievance investigations or formal processes • Overseeing the HR email inbox, responding to queries in a professional and approachable manner • Supporting the review of employment policies and processes <p>Payroll administration:</p> <ul style="list-style-type: none"> • Ensure the accurate completion of payroll instructions to our outsourced payroll service • Complete the accurate monthly checking process alongside the Finance Team • Develop a sound understanding of payscales and pay calculations • Respond to employee queries in a timely way <p>HR administration:</p> <ul style="list-style-type: none"> • Supporting the annual cycle of probation and appraisal processes, escalating any concerns to the HR Manager/Director • Supporting the preparation of routine metrics and the annual staff workforce CENSUS • Delivering new staff HR inductions and ensuring that information in induction packs is up-to-date <p>Recruitment:</p> <ul style="list-style-type: none"> • Working alongside HR colleagues, as required, to accurately complete pre-employment checks in line with Safer Recruitment standards/DBS protocols and ensuring the accurate/timely entry of data onto our Single Central Register for all individuals engaged to work on the school site • Supporting the wider HR Team with the administrative elements of the recruitment process
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.