RYE ACADEMY TRUST

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| **Job Title** | HR and Payroll Officer |
| **Grade** | Grade 8 |
| **Reporting To** | Director of Finance and Business |
| **Disclosure Level** | Enhanced with Children’s Barred List |
| **Job Ref** |  |

**Job Purpose**

To provide a confidential and trustworthy first line HR service to all staff in the Trust. To work in conjunction with Finance staff to ensure accurate payroll services.

**Key Responsibilities**

Provide initial advice to all staff across the Trust on basic employment queries, to include, but not exclusively, terms & conditions, maternity, paternity & adoption leave, absence management and payroll.

Deliver general recruitment activities under the direction of the Business Services Manager/Director of Finance and Business up to and including on-boarding.

Maintain the Single Central Register, updating this as and when employees join and leave.

Ensure an accurate and timely payroll is produced by working with finance colleagues, checking and recording claims based payments, in-month changes and other payroll amendments.

Liaise with the external HR provider on complex queries and project based work, providing support to senior managers using the service and organising off and on-site meetings as necessary.

Provide regular accurate data for preparation of reports to the Boards of the Trust, including (but not limited to) absence, vacancies, recruitment activity, safeguarding checks, performance management, diversity data and exceptional events.

Accurately input data into computerised departmental systems, databases and spreadsheets and process, retrieve, analyse and cleanse data as necessary.

Maintain confidential filing systems, both paper and electronic in accordance with all applicable legislation and best practice.

**Key Relationships**

Internally All staff

Senior Leadership Team and Management Teams

Finance staff

Media and Marketing Team

ExternallyHR External Provider

Payroll Provider

Disclosure and Barring Service

Local and National Advertising Partners

Trades Unions representatives

**Skills and Knowledge**

Associate CIPD level membership or equivalent qualification in Human Resource Management

Knows how to apply general employment law principles and interpret HR Policies in a legally compliant way

Able to apply and interpret School Teachers’ Pay and Conditions documents

Proactively builds working relationships with managers across to school to understand their HR requirements

Provides advice on difficult situations with compassion whilst maintaining rigour in application of the processes

Maintains and holds sensitive information in confidence at all times, disclosing appropriately to enable effective case-work.

Understands when the work required exceeds their level of competence and refers on appropriately

Where policies are silent is able to offer and hold in mind, differing interpretations, identifying pros and cons and risks of each.

**Budgetary Responsibility**

Monitoring of advertising and recruitment spend.

The postholder will be expected to liaise with budget-holders and finance staff in respect of requests to recruit and amend pay/contracts to ensure this is within budget and adequate system controls are in place.

**Other Relevant Information**

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Equality, Diversity and Inclusion Statement**

All staff are required to understand and abide by, the Rye Academy Trust Equalities Policy

**Safeguarding Statement**

Rye Academy Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our ‘Safeguarding and Child Protection Policy’ which can be viewed in the ‘Policies’ section of our website. We are equally committed to promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. In doing so, we provide students with the knowledge, skills and understanding to play a full and active part in society.

**Date Produced June 2017**

**Signed**

**(Line Manager)**

**(Date)**

**(Employee)**

**(Date)**