

Oak Learning Trust
Job Description – People Services Officer
Grade 3 – scale points 7-11 (£27,274 - £29,070)

Job Title	People Services Officer
Responsible to	Director of Business and Finance
Job Purpose	- To provide HR administration and support across the trust. - To provide clerking and support services for local governing bodies.
Key Responsibilities	HR - Provide HR administration across the trust including but not limited to new starter contracts, contractual amendments and holiday and sickness recording in line with trust procedures. - Ensure staff information is kept up to date on the trust on-line HR system ensuring that all records held are accurate and adhere to safer recruitment practices. - Prepare workforce census returns. - Preparing and listing adverts for recruitment, managing recruitment data upload onto HR system. - Lead recruitment within the central team, including preparing job packs and adverts, processing applications, corresponding with candidates, arranging interviews, completing pre-employment paperwork, and checks. - Support recruitment within schools as required, including preparing job packs and adverts, processing applications, corresponding with candidates, arranging interviews, completing pre-employment paperwork and checks. - Ensure effective induction for all central team employees. - Monitor and quality assure effective induction for all school based employees. - Maintain and update the single central record (SCR) for the central team. - Monitor and quality assure the SCR in individual schools in the trust, ensuring compliance for all staff, agency workers, volunteers and contractors. - Work closely with the finance team in relation to ad-hoc and long-term payroll changes, overtime claims etc. and supporting the electronic processing where necessary. - You will be a trusted point of contact for staff and leaders providing clear advice, handling confidential matters with discretion, and ensuring HR policies and procedures are applied consistently. Governance - To provide effective administrative support to the governing bodies. - Ensure local governing bodies are properly constituted in accordance with legal requirements. - Facilitate governor nominations and elections to ensure governing bodies are at full capacity. - Ensure governance compliance and annual declarations are completed and recorded in line with DfE requirements. - Monitor and provide governor training. - Organise local governing body meetings; arranging hospitality and refreshments. - Analyse, collate, and distribute supporting documents as required. - Clerk local governing body meetings (some meetings may take place outside of working hours), document meeting discussions and follow up on action points as directed. - Provide accurate minutes for approval by the Chair of Governors before wider circulation. - Monitor and record link governors' school visits. General

	• Highly skilled in using ICT packages and online management systems to support efficient HR and governance administration. • Provide advice and guidance to stakeholders, via telephone and in person to ensure the on-going provision of a high-quality service having due regard to confidentiality. • Handle personal and sensitive information in line with UK GDPR, the Data Protection Act 2018, confidentiality expectations and Trust policies. • Provide general administrative support to the wider central team if required. • To occasionally provide reception and hospitality duties for the central team as required.
General	• Attend and participate in training and development courses. • Attend meetings, liaise and communicate effectively with colleagues. • The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. • To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. • To read and comply with all trust policies and procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.