



**Job Description & Person Specification
HR Recruitment & Transactional Services
Officer**

Job Description

Job Title:	HR Recruitment & Transactional Services Officer
Pay Grade / Scale / Range:	SO1 – SCP23 – 25
Benefits & Perks:	Occupational Pension Scheme, Occupational Sickness scheme, healthcare scheme
Working hours:	36 hours 40 minutes / Full year
Location:	You may be required to work at any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	HR Manager
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for new staff to the organisation

New Bridge MAT

HR Recruitment & Transactional Services Officer

Purpose of the post

Under the direction of the HR Manager to provide full and effective HR recruitment and administrative support across the organisations within the New Bridge Group.

To ensure compliance with safer recruitment rules and practices.

Main tasks

Recruitment of employees

- To support with writing and placing job advertisements ensuring accuracies around pay and terms and conditions as required.
- To monitor application forms and liaise with applicants.
- At application deadline, send a selection pack e.g. application forms / shortlisting matrix to the relevant person (Staff Support Officer/manager).
- To send the conditional confirmation offer letter to the successful candidate if required.
- At on-boarding interrogate the application form for gaps in employment, criminal disclosures.
- To check all documentation from the selection process and commence the pre-employment checks including, DBS, medical, overseas, teacher checks, qualifications', salary verification, continuous service and right to work in the UK.
- To apply for and validate references for the successful candidates and forward to recruiting manager on receipt.
- To monitor and chase up pre-employment checks as required.
- To alert relevant parties to any significant issues that might impact on the offer of employment.
- To contact the successful candidate to get the confirmation of a start date.
- To prepare and send the statement of contractual particulars and monitor that it has been signed and returned.
- To provide the New Starter documentation to payroll.
- To provide details to the shared New Starter spreadsheet.
- To input information onto the payroll amendment spreadsheet
- To follow up a confirmed start date, upload new starter onto HR MIS.
- To register support staff as probationers on the probation spreadsheet.
- To claim new teacher staff on the Teacher Regulation Agency.
- To produce an ID access badge and appropriate lanyard for new employees.
- To update the Single Central Record for all new staff.
- To register new starters with Westfield Health.

Every HR

- To support with the on-going implementation of the system as required.
- To undertake regular audits of the system – starters / leavers / variations.

New Governors/Trustees

- To liaise with Governor/Trustee to process Safer Recruitment checks as required.
- To ensure the Single Central Register is updated with new details.
- To issue the ID badge.

Volunteers / work experience / Placements

- If received centrally, to discuss the requirements and forward their details to the relevant person (Staff Support Officer/manager)
- Where necessary, to carry out the appropriate safeguarding checks.
- To update the Single Central Record.
- To issue the ID Badge if required.

Trainee teachers

- To liaise with Everyone Learning and appropriate teaching hub regarding safeguarding checks before a start date.
- Where necessary, to carry out the appropriate safeguarding checks.
- To update the Single Central Record.
- To issue the ID Badge if required.

Central staff only

- To monitor the absence line on a daily basis and record the absence for designated areas on the HR MIS
- To contact staff if required if the absence reporting process has not been followed
- To take receipt of Fit Notes and update HR MIS
- To monitor when Fit Notes need to be refreshed and advise school leaders/managers of continuing absence
- To liaise with the relevant manager to process e-forms and annual leave requests.
- To liaise with the relevant person to find out which applicants are to be invited to the next stage of the process and when / how etc. they want it to take place.
- To contact successful candidates to arrange the next stage of the selection process and put those arrangements in place
- To support interview panels providing details of HR related matters if required.
- To undertake an appropriate induction for new starters.

Agency

- To support the HR Manager with the provision of supply agency staff, liaising with school leaders/managers as required.

Maternity

- To send the member of staff the relevant maternity leave and maternity pay forms.
- To provide basic information on the entitlements associated with maternity leave and pay.
- To ensure that the MATB1 form is received or request from the relevant person (Staff Support Officer) if the employee is based in school
- To notify payroll of maternity leave and request that a maternity pay schedule is issued.
- To action any Early Return notifications and inform the relevant head/manager and payroll

Paternity

- To send the member of staff the SC3 form.
- To ensure that the MATB1 form is received or request from the relevant person (Staff Support Officer) if the employee is based in school.
- To notify payroll of the paternity leave details and send the SC3 form.

Other Family leave

- To process the required transactions related to other family leave requests in accordance with the Family Leave policy.

Other duties

- To issue a new statement of contractual particulars for current employees if required due to a change of circumstances.
- To receive the variation to contract letter from HR Manager and then process the variation to contract form and send to payroll
- To monitor fixed term contracts for end dates and advise the HR Manager accordingly.
- To process leaver paperwork and send to payroll.
- To manage the HR/recruitment in-boxes responding to or redirecting enquiries to other members as appropriate.
- To undertake general administrative duties within the grade of the post.

Standard Duties

1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Colleagues within the school, staff of other education and healthcare professionals and visitors to the school

Responsible to: HR Manager

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	June 2016	SSH	HR Manager
REVIEWED	February 2017	SSM/SSH	HR Manager/Director of HR
REVIEWED	February 2023	SSM/SSH	HR Manager / Executive Director - HR

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills to fulfil the demands of the role.	CIPD qualification Driving licence free from significant endorsement	AF / I AF / I
Experience	<p style="text-align: center;">Experience of working in a school or other setting in an HR administrative capacity</p> <p style="text-align: center;">Experience of supporting with all areas of recruitment administration i.e. setting up advertisements, sending application form matrix, liaising with recruiting manager</p> <p style="text-align: center;">Experience of administrative processes to ensure compliance of Keeping Children Safe in Education</p> <p style="text-align: center;">Experience of all relevant on-boarding tasks i.e. issuing contractual particulars / processing DBS applications / updating the single central record etc.</p> <p style="text-align: center;">Experience of working with and handling confidential information</p> <p style="text-align: center;">Experience of providing basic information on employment terms, conditions, policies and procedures</p>	Experience of developing and administering HR systems	AF / I AF / I AF / I AF / I AF / I AF / I

	<p>Experience of assisting with payroll by providing relevant employee information</p> <p>Experience of forming and maintaining paper based and electronic employee records</p> <p>Experience of working with a HR Management Information System including gathering data and producing reports in an informative and concise manner</p> <p>Experience of working in and contributing to an effective team as well as working on own initiative</p> <p>Experience of working to tight deadlines</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<p>Skills & Abilities</p>	<p>Interpersonal skills to establish, develop and maintain effective, positive working relationships with all stakeholders</p> <p>Spoken communication skills to exchange information with a range of audiences, where the information can sometimes be complicated or of a sensitive nature</p> <p>Written communication skills including the ability to write job advertisements and market job effectively</p> <p>Analytical skills to research and investigate information and report back on findings</p> <p>Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF/I</p> <p>AF/I</p>

	<p>prioritising own work and that of others if necessary</p> <p>Ability to work flexibly and switch between competing demands, ensuring work is accurate</p> <p>Initiative to respond to unexpected problems and working within guidelines to make appropriate decisions using recognised procedures and policies as a guide</p> <p>Ability to use a range of ICT applications including excel spreadsheets and databases</p> <p>The ability to identify problems and develop solutions using own initiative and without close supervision</p> <p>Ability and discretion to deal with confidential matters sensitively</p>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Knowledge and understanding	<p>Knowledge and understanding of national terms and conditions for teachers and support staff</p> <p>Knowledge and understanding of the requirements of Safer Recruitment</p> <p>Understanding of employment legislation relating to recruitment</p> <p>Knowledge and understanding of HR policies and procedures</p> <p>An understanding and commitment to Equality and diversity, Safeguarding and Health and Safety</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<p>Understanding of data protection and the need to keep information confidential</p> <p>Understanding why safeguarding is important when working with children and young people</p>		AF / I
Work circumstances	<p>Commitment to personal development</p> <p>To be punctual and have regular attendance</p> <p>The post holder must be willing and able to work flexibly as may be required</p> <p>To travel and work at any within the New Bridge Group as may be required</p> <p>Occasional out of hours working</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview