



Royal Greenwich

Trust School

The Royal Greenwich Trust School (RGTS) places learner engagement and learner voice at the heart of its vision. We recognise that learning is complex and there are several forces that influence learning. In order to harness this, we recognise that complexity and diversity are increasingly integrated using time, technology and space in new ways. Our curriculum and our approach to teaching and learning places strong emphasis on 6 key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

RGTS is also excited with the extension of our new build commencing February 2018; completion should be by Summer Term 2019.

In recruiting for a HR Officer/Advisor role we are seeking the following from applicants:-

- Able to demonstrate confidence and sociability
- Good communication skills both verbal and written
- Good interpersonal skills, excellent organisational skills with good attention to detail
- Ability to work well under pressure and prioritise workload effectively using their initiative
- Must be able to develop effective relationships with all internal and external communities
- Ability to work effectively in a team and work towards developing and sharing good practices
- Be able to demonstrate their belief in RGTS and University Trust Schools ethos and values.

To apply, go to www.rgtrustschool.net. Please email your completed form to Venessa George at George.v@rgtschool.net

If you have any questions, please contact Venessa George by email or phone 020 8312 5480.

Closing date: Friday 15 December 2017 (Shortlisted candidates will be contacted verbally)

Interviews: Thursday 14th December 2017

Salary: Competitive (depending on experience)

Hours of work: 40 hours per week, 52 weeks (Immediate start)

Location: Greenwich, SE London



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The Role

As an integral member of the support team, the post holder will take responsibility for HR Administration within the school, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration.

Key Responsibilities

Recruitment and Selection

- To co-ordinate the recruitment processes across the school, including scheduling and booking interviews, liaising with the candidates and producing recruitment panel packs
- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks
- To attend interviews as required and to provide feedback to all candidates after interview, whether successful or not
- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks
- To oversee the initial induction process once the candidate is in post

Employee Relations, Policies and Procedures

Data Management and Reporting

- To manage the HR System to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, and regular and ad hoc reporting
- To maintain an accurate and up-to-date Single Central Register (SCR) (this is a requirement of Ofsted)
- To co-ordinate the school's School Workforce Census annual return
- To keep and maintain all school and Central HR policies, both electronic and printed, ensuring that all current HR related policies and procedures are available

Performance Management, Appraisal and Staff Training

- Support line managers through the performance management process as required
- Provide advice on training and development and arrange relevant training
- Ensure that training needs identified in the appraisal process are carried out and recorded
- To develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.



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Compliance

- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up on with the relevant line manager in accordance with the appropriate policies and procedures
- To co-ordinate the performance management process, ensuring that line managers
- complete performance management meetings and paperwork on time
- To take responsibility for ensuring that the probation process is managed effectively
- To coordinate the staff induction process and ensure that it is effectively managed

General HR Administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR related paperwork
- To process staff changes and staff leaving documentation and arrange exit interviews
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
- To take minutes at formal meetings (e.g. discipline, grievance, capability)
- To monitor the use of fixed term contracts and ensure that issues are followed up appropriately

Other

- To assist with the development and implementation of new HR systems and processes
- administration
- To cover for absent colleagues and undertake other duties commensurate with the grade



Person Specification: HR Officer/ Advisor

Qualification Criteria

Essential

- Right to work in the UK
- Educated to level 2 in English and Maths

Desirable

- HR qualification (Certificate in Personnel Practice (CPP) or other relevant HR qualification)

Experience

Essential

- Experience of working in HR at Officer/Advisor level

Desirable

- Experience of working in a similar role in a school environment
- Experience of using an HR Database
- Experience of taking minutes for meetings.

Personal Characteristics

- Genuine passion for working in an school and a belief in the potential of every pupil
- Professional outlook, highly organised , able to multi task and meet deadlines
- As the school grows, it is likely that this role will evolve and develop and it is therefore essential that candidates are able to be flexible with a 'can do' approach.
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- Resilience and determination to support HR processes
- Detail orientated and able to take ownership of tasks and work with minimal supervision

Specific Skills

- Good IT skills including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced DBS check
- Willing to attend training appropriate to the post