



Blackburn Diocese Multi Academy Trust

Recruitment Pack

HR Officer

Faith ⁱⁿ
Learning...

...Belief ⁱⁿ
Achievement.

Cidari Education Multi Academy Trust Clayton House, Walker Park, Blackburn, BB1 2QE

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CTDARI

Blackburn Diocese Multi Academy Trust

Our Mission

‘To provide high quality education for all children based on clearly established Christian values and principles’



Cidari Multi Academy Trust was established in November 2013 is part of the Blackburn Diocese. Open to both converter and sponsored academies, we already have a mix of Voluntary Aided and Voluntary Controlled primary and secondary

We work **closely** and **collaboratively** with all of our academies and other key partners to ensure that we offer a **strong caring ethos** and **clear moral purpose**.

We encourage all our academies to see themselves as part of a **family** with a shared vision, identity and purpose whilst **maintaining their individuality**.

We are committed to achieving excellence in education and see it as the right of every child to achieve their full potential and to flourish academically, socially, spiritually and emotionally.

Job Title:	HR Officer
Salary:	£18,000
Hours of Work:	Full Time 35 Hours Per Week
Start Date:	September 2016
Location	Cidari Multi Academy Trust, Clayton House, Walker Park, Blackburn, BB1 2QE
Responsible to:	Head of Finance

Role Profile

HR Officer



Salary

£18,000 FTE (35 Hours Per Week)

Based at

Cidari Multi Academy Trust

Reporting to

Head of Finance

Key Relationships

- Chief Executive Officer
- Head of Finance and the Cidari Central Team
- School Business Managers and Finance/Admin staff
- Diocesan Board of Education & Finance
- Education Funding Agency
- Payroll provider
- Finance System provider
- Auditors
- Trade Union Representatives
- Suppliers

Key Responsibilities

1. To maintain and assist to develop all the Trust's transactional HR and payroll systems
2. To directly provide administrative resources for the processing and accurate recording of data within the Trust's systems at all stages of the employee life-cycle including but not limited to:
 - a. Recruitment;
 - b. Starters/leavers;
 - c. Contracts of employment;
 - d. Variations to contracts;
 - e. Payroll inputs;
 - f. Deductions from salary;
 - g. Pensions liaison;
 - h. Production of appropriate documents/correspondence linked to any of the above
 - i. To work collaboratively and effectively with colleagues within individual Cidari Academies to effect the above.
3. To act as a source of advice and guidance on Cidari HR/payroll systems
4. To use the HR/payroll systems effectively to generate reports on absence management and to inform KPIs for HR/payroll
5. To contribute to the continuous improvement of HR procedures and controls and documentation standards
6. To liaise effectively with the Trust's HR Consultancy service as appropriate
7. To represent the Trust at all relevant meetings and events
8. To provide administrative support as required for Trust HR meetings and in particular the JCNC (trade union forum)
9. To monitor and review Trust HR related contracts with external providers to ensure value for money is obtained
10. To undertake other duties and responsibilities as may be required