

ALET HR Officer / Payroll Officer

We are looking to appoint an HR Officer to support UTC Reading and UTC Heathrow for 35 hours per week Term Time Only Plus 2 weeks. Pro rata of £29,269 - £31,364pa.

You will be based at one of the UTCs and will need access to a car to travel to the other UTC and mileage will be paid.

The HR Officer exists to support the whole school through the effective management and delivery of the Human Resources function to all staff. You will have a direct influence and positive impact on the people in the organisation supporting employees directly, coordinating, planning, and executing HR activities. The HR function aims overall to deliver effective and efficient support maintaining the agreed standards of service, to the staff of the UTCs.

- Be responsible for the administration and implementation of SCR (Single Central Record) and maintaining its accuracy.
- Recruitment of staff including placing adverts, collating applications, obtaining references and documentation.
- Oversee HR administration and records, including Disclosure checks and right to work documentation.
- Organise interview days.
- Issue Contracts
- Be responsible for organising the induction of staff.
- Responsible for ensuring Payroll variances are collated and input adhering to external payroll deadlines.
- Ensure that contractual payroll variances are collated and input adhering to external payroll deadlines.
- Ensure that contractual payroll information is input to payroll adhering to external payroll deadlines.
- Input increments to the payroll system following the Annual Appraisal process as requested by the schools.
- Issue Annual Pay letters following the pay award.
- Check monthly payroll reports to ensure accuracy liaising with the external payroll provider and advise Executive Principal when payroll is ready for authorisation.
- Maintain a database of staff absences and ensure that Return to Work Meetings are taking place with Line Managers.
- Ensure requests for Leave of Absence are processed and recorded.
- Complete return to work interviews after long term absence ensuring Risk Assessments are in place where necessary and any phased return arrangements are agreed with the Executive Principal / Head of School.
- Half Termly Absence monitoring, flagging issues to the Executive Principal/Head of School and making OCH Referrals where required.
- Filing of staff information
- Update staff information on Ed:Gen
- Liaise with ALET HR informing staff of HR updates
- Be the first point of contact for UTC Staff with contract, payroll, and pension queries.
- Maintain Performance Management/appraisal records including collation of objectives set for sharing with ALET central HR.
- Complete leavers processes such as exit interviews.
- Provide Ad-hoc support to the Trust on projects.

For further information please see the Job Description.

If you believe that this is an environment where you can thrive, develop, and substantially contribute to an exciting future with ALET, then please send your completed application to hr@alet.org.uk

Application closing date: 25th March 2024

Start: As soon as possible.