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| Business Support Officer |
| **Establishment or team:** | All Saints RC High School  |  |  |
| **Grade:** | Grade 4 | **Staff** **responsibility:** | No | **Essential Car user:** | No |
| **Scope of Work – appropriate for this post:**To be responsible for the day-to-day HR activities within the school.To be responsible for general personnel matters including the management of personnel records.To ensure all staff and visitors involved in the life of the school are subject to DBS clearance and to maintain the Central Record in line with Ofsted regulations.To work with the Trust HR Manager to deliver a consistent, proactive service including the provision of key HR related management information.To provide support to the Cover Manager during key exam periods.To provide Governance admin support in relation to document preparation for Governors Meetings. |
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| **Accountabilities/Responsibilities – appropriate for this post:** |
| **Staff Recruitment and Selection*** With the assistance of the Trust HR Manager, provide assistance to supervisors on staff recruitment.
* Prepare notices and advertisements for vacant staff positions.
* Schedule and organise interviews and issue relevant correspondence to interviewers and interviewees.
* Conduct reference and pre-employment checks on possible candidates.
* Ensure employment related documentation is processed in-line with Trust and School requirements.
* To liaise with applicants.

**Management and monitoring of attendance activities*** Responsible for the daily monitoring of staff attendance/absence.
* Responsible for ensuring that SIMS and sickness management records are updated on a daily basis.
* Responsible for understanding the causes for staff absence.
* Monitor scheduled absences such as annual leave, leave of absence, providing managers with relevant information to ensure informed decisions may be taken in relation to such applications.
* Provide advice and recommendations (with the assistance of the Trust HR Manager) to supervisors and members of the Senior Leadership Team regarding Sickness procedures.
* Administer paperwork and ensure that Return to Work Interviews are completed in a timely manner.
* Support the process of any formal action or procedure under the school absence management procedures.
* Produce regular management information to enable the monitoring of staff absences.

**Support for HR related policies and procedures*** + Understand and apply all HR related policies used by the school.
	+ Provide all necessary information to senior staff to support issues that may arise.
	+ Produce letters to be issued to staff.

**Provide information and assistance to staff and line managers regarding Human Resource and work related issues*** Be the first point of contact for all HR related queries.
* Ensure that Human Resources matters are handled fairly and consistently in line with legal and Trust requirements.
* Responsible for collating performance management paperwork, ensuring steps are taken to ensure completeness.
* Ensure that DBS records are all up to date and accurate.
* Ensure that all staff hold a copy of the relevant up to date HR related policies.
* Ensure that all staff have a signed Job Description.

**Payroll*** Monthly approvals of duty claims, mileage claims, overtime claims via the Oracle system.
* Ensuring leave is entered onto Oracle – maternity/paternity, unpaid Leave of Absence, sickness etc.
* Ensuring relevant documents are sent through to payroll each month.

**Cover**To provide assistance to the Cover Manager during key exam timetable dates:-* Organising cover for teaching staff
* Managing the cover rota and ensuring equitable use of staff in terms of frequency
* Liaise with supply cover agencies
* Liaise with Senior School Staff to disseminate staff absence information
* Maintain comprehensive records.

**Governance*** To provide Governance admin support in relation to document preparation for Governors Meetings.

**General*** To maintain confidential staff records and to ensure that the data protection rules are adhered to by staff members.
* With the assistance of the Trust HR Manager, undertake risk assessments in relation to HR related issues such as maternity.
* To assist the office with general administration duties.

**Additional supporting information – specific to this post.****Indicative knowledge, skills and experience*** Knowledge of HR and associated procedures and an awareness of employment law.
* Working at, or willingness to work towards, a level 3 Human Resources qualification.

**Additional:** To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school. |