

Position Details	
Job title	HR Coordinator
School	Highgate Wood School
Reports to	School Business Manager
Grade	Haringey Support Staff Salary Scale PO2 (Spine Point 29-32) FTE £44,184 - £47,262 pro rata
Contract	Permanent, Term Time plus 2 weeks, 36 hours a week, on site Mon-Fri.

Role Purpose
To lead and coordinate the school's operational HR function, providing a professional, efficient and customer-focused service to staff and leaders. The HR Coordinator will ensure that HR processes are compliant, effective and aligned with employment legislation, safeguarding requirements and the policies and procedures provided through the Haringey HR Service. The postholder will act as the school's HR lead and key liaison with Haringey HR advisers, ensuring school leaders receive timely and accurate support on workforce matters.

Main Responsibilities
Employee Lifecycle Management • Manage recruitment campaigns from advertisement through to appointment. • Coordinate onboarding and induction processes. • Prepare initial school offer letters and contract variation V Forms documentation for upload on HALO. • Process leavers and maintain accurate employee records. Employee Relations • Support SLT with attendance, capability, disciplinary, grievance and other policy employee relations matters. • Coordinate SLT led meetings and maintain casework documentation. • Attend any policy related meetings to support SLT as required • Liaise with Haringey HR advisers on complex cases. • Ensure procedures are followed in accordance with local authority guidance and employment legislation. Recruitment and Safeguarding • Manage safer recruitment processes. • Complete all pre-employment checks including DBS, right to work, qualifications and references • Create and submit relevant Haringey HALO V Forms for Headteacher sign off • Maintain the school's Single Central Record in conjunction with relevant staff. • Ensure compliance with Keeping Children Safe in Education requirements.

HR Administration

- Maintain personnel files and HR databases.
- Manage the School Single Central Register
- Collate pay roll claims for onward submission to the external payroll provider
- Produce the monthly absence return using data from Arbor for the external payroll provider
- Produce workforce census, reports and management information.
- Attend the Governors Personnel Committee Meetings
- Maintain the school HRIS (Arbor) system for staffing needs (such as recording training, contract data, absences etc)
- Liaise with the Lead Cover Supervisor for agency vetting and compliance for day to day covers
- Liaise with the School Business Manager regarding the monthly payroll dummy report and inform the external payroll provider of any discrepancies.
- Liaise with the ICT Team to inform new starters and leavers for systems access.
- Liaise with the Data Manager to ensure all staff are added to My Concern/Confide Safeguarding portals.
- Monitor probationary periods and employment changes.
- Maintain confidentiality and GDPR compliance.

Policy and Compliance

- Implement and administer HR policies issued through the Haringey HR Service.
- Lead on the visitors to school compliance in line with KCSIE needs.
- Support managers in applying policies consistently.
- Stay informed of changes to employment law and educational HR practice.
- Ensure compliance with statutory and regulatory requirements.

Staff Wellbeing and Development

- Support staff wellbeing initiatives.
- Assist with employee engagement activities.
- Promote a positive and inclusive workplace culture.

Arrangements for performance management and review

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

This post is subject to regular review to meet the changing needs of the school

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the School's Safeguarding and Equal Opportunities policies.
3. Develop and maintain strong professional relationships with colleagues, contributing positively to a collaborative and supportive team culture.
4. Contribute to the overall school ethos, values and inclusive culture of the school.

5. Comply with and support the implementation of school policies and procedures relating to child protection, behaviour, confidentiality and data protection.
6. Actively promote equality, diversity and inclusion, ensuring all children have equal opportunities to learn, participate and succeed.
7. Knowledge and experience of using IT.
8. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Person Specification

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
CIPD Level 3 qualification or above.	E
Experience working in an HR role.	E
Experience of managing recruitment and onboarding processes.	E
Knowledge of UK employment legislation and HR best practice.	E
Strong written and verbal communication skills.	E
High level of organisation and attention to detail.	E
Ability to maintain confidentiality and deal with sensitive matters professionally.	E
Proficient IT skills including Microsoft Office and HR systems.	E
Ability to manage competing priorities and deadlines.	E
Commitment to safeguarding and equality.	E
Experience within a school, academy, college or educational setting.	E
Experience working with local authority HR services.	D
Knowledge of Arbor or educational management information systems.	D
CIPD Level 5 qualification or working towards it.	D
Understanding of school workforce regulations and safeguarding compliance requirements.	D
Knowledge	
Knowledge of restorative practice and relationship-based approaches	E
Knowledge of safeguarding legislation and <i>Keeping Children Safe in Education</i>	E
Skills	
Professional Judgement Makes sound decisions, identifies risks and knows when to seek advice from Haringey HR.	E
Relationship Building Builds effective working relationships with staff, leaders, governors and external partners.	E
Attention to Detail Maintains accurate records and ensures HR processes are completed correctly and compliantly.	E
Resilience and Adaptability Remains professional under pressure and adapts to changing priorities and	E

demands.	
Customer Focus Provides a responsive, professional and supportive HR service to all stakeholders.	E
Organisation and Time Management Manages competing priorities effectively and meets deadlines consistently.	E
Confidentiality and Integrity Handles sensitive information discreetly and maintains the highest professional standards.	E
Collaboration Works effectively with school leaders and the Haringey HR Service to deliver consistent HR support.	E
Problem Solving Identifies issues quickly and implements practical, effective solutions.	E
Equality, Diversity and Inclusion Promotes fair and inclusive practices and treats all employees with respect.	E
Safeguarding Commitment Understands and supports the school's safeguarding responsibilities, including safer recruitment.	E
Continuous Improvement Seeks opportunities to improve HR processes, systems and service delivery.	E
Personal Qualities	
Commitment to The Highgate Wood Way and its values of Courtesy, Consideration, Cooperation and Contribution	E
Approachable and empathetic	E
Solution-focused	E
Confident in providing professional challenge	E
Resilient	E
Professional integrity	E
Collaborative	E
Proactive	E

Main Contacts & Other Information	
Main Contacts: Schools HR Haringey Disclosure and Barring Service (DBS): This position require the postholder to undergo an Enhanced DBS check.	