



JOB DESCRIPTION

JOB TITLE: HR Officer

DEPARTMENT / FACULTY: Administration

REPORTS TO: Business Manager

SALARY: Grade 13

WORKING HOURS: 37 hours a week

WORKING WEEK: 38 weeks + 10 additional days

MAIN PURPOSE OF JOB

Under the direction of the Business Manager provide administration, guidance and advice to ensure the effective delivery of HR services within the school, in particular processes relating to: recruitment including safeguarding responsibilities, staff attendance, payroll and contracts, staff wellbeing, performance and other general HR duties.

MAIN RESPONSIBILITIES AND DUTIES

Whilst maintaining strict confidentiality undertake HR administration for all teaching and support staff to include:

Staff Attendance

Ensure that records of attendance, leave of absence and annual leave are maintained for internal and payroll purposes, oversee the quality control of this information.

Process sickness and absence details onto relevant systems meeting monthly input deadlines, ensuring return to work meetings are arranged and forms are completed promptly.

Make referrals of staff to occupational health as required and oversee the coordination of any reasonable adjustments as recommended by Occupational Health.

Update records for signing in, emergency evacuation and fire drill.

Produce termly reports to monitor absence and other HR issues and advise the Senior Leadership Team so that HR processes run to schedule.

Identify high levels of absence and address with staff and Line Managers, supporting with absence management meetings and policies.

Payroll and Contracts

Ensure any changes to role, grade, contracts or pay follow the agreed approval processes and are processed as per the agreed procedure and are maintained within the system.

Responsible for checking monthly payslips and salary payments for authorisation in liaison with Business Manager and sign off with County HR department.

Responsible for the accurate completion of the monthly 'uploads sheet' and send through to Payroll at the required time of the month.

Lead and coordinate all matters related to payroll and pensions, ensuring accuracy, compliance and appropriate approval at all stages.

Manage statutory returns e.g. Workforce Census.

Coordinate the payroll changes from the annual appraisal, performance management and pay review for both teaching and non-teaching staff.

Process maternity, paternity and other leave with Payroll.

Liaise with the Finance team and assist with payroll queries from staff and the LA.

Ensure leavers are processed correctly to reduce any safeguarding risks.

Recruitment, Including Safeguarding Responsibilities

Recruitment

Co-ordinate adverts ensuring these are placed on the relevant internal and external advertising locations.

Collate job applications for shortlisting, arrange interview schedules, request references.

Prepare offer letters.

Available to greet visitors and applicants arriving for interview.

Provide admin support during staff recruitment process and clearance of new staff, following checklists for recruitment.

Notify departments of new staff details ensuring all log-in codes, badges, resources are prepared in advance.

Create and maintain forms for pay and contract related changes and enter on SIMS once approved.

Ensure induction meetings are booked and paperwork is completed by the relevant parties for all new staff.

Ensure follow up meetings take place during and at the end of probationary period.

Responsible for maintaining the schools Single Central Record and ensuring it is Ofsted compliant and initiate the DBS electronic application process as appropriate and ensure that Safeguarding requirements are fully met.

Responsible for the completion and submission of Agency AWR information and timesheets.

Responsible for ensuring NQTs are registered with the appropriate body and termly assessments are completed

Responsible for setting up Apprentice contracts with learning providers.

Performance

Support Line Managers in addressing poor performance through informal Action plans and formal processes.

Help Line Managers identify training required for staff, such as new starters, change to job roles, promotions and performance management where appropriate.

Coordinate the annual appraisal, performance management and pay review administration for non-teaching staff, undertake reviews of job descriptions and personal specifications.

Responsible for the preparation, collation and management of teachers' performance management records/data to inform the annual performance management cycle.

Ensure probation reviews take place for staff in new roles.

General HR Processes

Responsible for ensuring accurate maintenance of the SIMS database so that all staffing information is correct.

Responsible for issuing exit questionnaires & collating data from responses to inform Governor reports.

Provide clerical support and policy guidance in disciplinary, grievance or staff care referral procedures.

Understand the implications of the Data Protection Act and other legislation to ensure confidentiality of records, retention of documents and information is maintained to ensure compliance with GDPR.

Provide accurate and timely management information as and when required including reports for the Governing Body.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Responsible for ensuring HR policies and procedures are up to date and fit for purpose.

Maintain up to date confidential staff files and training records.

Maintain up to date records of Job Descriptions.

Manage the HR/Finance Assistant providing clear, concise guidance on what is required day-to-day, providing support, reviewing performance and addressing any concerns or achievements.

General

Ensure a safe working environment to ensure compliance with health and safety, including appropriate risk assessments.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with external agencies and stakeholders, including governors, parents, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Read and understand other relevant policies, e.g. the **Child Protection and Safeguarding Policy**, **Data Protection Policy** and **Health and Safety Policy**, and ensure that their procedures are adhered to.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder..... Date:

Line Manager..... Date:

Headteacher Date:

	ESSENTIAL	DESIRABLE
Qualifications and training	<p><i>The successful candidate will:</i></p> <p>Be educated to A level or above, including a minimum of GCSE (or equivalent) grade C in Maths and English.</p> <p>Have a level 3 or higher CIPD related qualification in HR or equivalent.</p>	<p>A 2:1 or above degree in a relevant subject.</p> <p>Qualifications in psychology or a business-related subject.</p>
Experience	<p><i>The successful candidate will have:</i></p> <p>At least one year of experience of successfully leading and managing an HR team.</p> <p>Demonstrable experience of HR recruitment and selection procedures.</p> <p>Experience of managing absence and other complex employment relations issues such as employee payroll.</p> <p>Experience of advising and managing staff on a variety of HR issues such as salary and absence.</p> <p>Experience of leading staff training and development.</p> <p>Experience of drafting complex letters and reports.</p> <p>Proven experience of managing multiple projects and working to tight deadlines.</p>	<p>Experience of working with Disclosure and Barring Service/safeguarding protocols.</p> <p>Experience of producing personnel reports.</p>
Knowledge & Skills	<p><i>The successful candidate will have:</i></p> <p>Knowledge of current employment legislation, which affects the recruitment and selection of staff.</p> <p>An understanding of the importance of confidentiality and the Data Protection Act.</p> <p>High level of ICT skills, including Microsoft Office.</p> <p>Knowledge of best practice in specific HR areas, such as:</p> <p>Recruitment and selection</p> <p>Absence management</p> <p>Capability, disciplinary and grievance</p> <p>Knowledge of database maintenance and management.</p> <p>An understanding of how to manage HR records and filing systems.</p> <p>The ability to record and analyse data using different systems.</p>	
Personal Qualities	<p><i>The successful candidate will have:</i></p> <p>Leadership and management qualities, e.g. assertive, confident, excellent communicator.</p> <p>Excellent verbal and written communication skills.</p> <p>The ability to work as a part of a team and independently.</p> <p>Excellent time management skills and organisation.</p> <p>High expectations of self and high professional standards.</p> <p>The ability to think strategically and respond to a variety of problems.</p> <p>The ability to handle a demanding workload and prioritise.</p> <p>The ability to use initiative and be proactive in any situation.</p> <p>A high level of accuracy and attention to detail.</p> <p>Flexible, reliable and enthusiastic.</p> <p>The ability to maintain successful working relationships with other colleagues.</p> <p>Excellent planning skills and the ability to take control of situations.</p>	<p>An enhanced DBS certificate and barred list check.</p>