



Job Description			
Job Title	HR Officer	Job Holder	
Author	Jo Evans	Line Manager	Business Manager
Date Reviewed		Next Review Date	
Level	6	SCP	24 – 29 £29,623 - £33,861 FTE
Hours	37 hours	Weeks	Term Time plus INSET and 3 weeks

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

The post-holder will be responsible for overseeing all aspects of HR process and procedure for school staff, providing a responsive, professional service.
To be responsible for ensuring the school's Single Central Record is accurate, up to date and compliant with KCSIE document at all times.
To provide an effective and responsive HR service to all school employees

Responsibilities. To

Single Central Record

1	Be responsible for the accurate maintenance of the Single Central Record to ensure that the document is accurate, well presented and 'inspection ready' at all times. This will include regular reviews with the Business Manager and Governors
2	Be responsible for all pre-employment checks to ensure that the school is compliant with all legislation at all times. This will include but not be limited to DBS, Right to Work, Health Checks, Qualifications, Overseas police checks etc
3	Be responsible for ensuring that all staff are compliant before employment date commences
4	Be responsible for ensuring that a robust risk assessment procedure is in place where staff are employed before their DBS check is finalised

Selection and Recruitment

5	<p>Effectively carry out the entire recruitment process, in line with the school's Safer Recruitment policy, ensuring high standards of accuracy and professionalism and an excellent first impression for prospective staff. This will include but not be limited to:</p> <ul style="list-style-type: none"> • The application pack is created for the post in close liaison with the Business Manager. • Posts are effectively advertised. • Applications are received and effectively processed. • Shortlisted candidates are contacted to invite them to interview, sending them the school's invite template and confirming attendance. • References are sought and gained for all candidates prior to interview. • Arrangements for the interview day are effectively made; i.e. schedule, interview packs for the panel, safer recruitment checks, tasks, observations, tours, escorting, rooming and refreshments.
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	<ul style="list-style-type: none"> Under the direction of the Business Manager, offer letters to the successful candidates are produced and communicated. Responses provided to unsuccessful candidates
6	<p>Be responsible for the new starter process in school. This includes but is not limited to:</p> <ul style="list-style-type: none"> New starters are added onto SIMS prior to induction and the details communicated to all other relevant staff to ensure a smooth process. Induction sessions are set up for new starters with their Line Manager and other relevant staff and obtaining the paperwork for these to add to files. Monitoring probationary periods and ensuring that reviews are taking place, paperwork is returned and a copy added to staff file. The school's new starter checklist is completed for each new member of staff and is filed in their file.
7	Create all staff contracts for checking and signing by the Business Manager
HR Duties	
8	Oversee the Personnel section on SIMs in conjunction with the Data Manager, so that staff and employment details are accurate and up to date.
9	Oversee the staff attendance process ensuring that RTW meetings are carried out effectively and are appropriately documented, that there is systematic tracking and monitoring of staff absence and special leave requests in liaison with the Business Manager and that SIMs is up to date.
10	Carry out referrals to Occupational Health as agreed with the Business Manager
11	Support staff with maternity, paternity and parental leave in line with school policies and carry out maternity risk assessments as required.
12	Oversee the school's training log on SIMs.
13	Be responsible for the maintenance and updating of staff files and carry out regular checks to ensure that all of the correct documentation is held
14	Work closely and effectively communicate with the Finance Manager to ensure reconciliation with the payroll system.
15	Assist in the annual salary review process ensuring systems are updated, letters are issued to staff and teachers' salary statements are created.
16	Support the Business Manager with the organisation and administration of staff training including INSET days
17	Under the direction of the Business Manager, assist with note/minute taking and document preparation for Disciplinary, Grievance and other HR investigations, hearings and meetings.
18	Support the Business Manager with all other HR administration and letter writing.
Other Duties	
19	Undertake such other duties as reasonably correspond to, and are commensurate with, the general character of the post.



20	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
21	Understand and comply with the Support Staff Standards at all times.
22	Actively promote the inclusion of all children into whole school activities.
23	Actively seek opportunities for professional development.
24	Be aware of and respect all children's religious beliefs and cultures.
25	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.
26	Develop effective, professional working relationships with colleagues
27	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
28	Carry out a 30 minute duty each week

Compliance	
29	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
30	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
31	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times</p>
32	To follow the school's policy and procedure in the recording of appropriate incidents on CPOMS and escalate to the Designated Safeguarding Lead as necessary.
33	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.



34	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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