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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: HR Officer / Clerk to Governors

Line Manager: Deputy Principal

**Areas of responsibility and guidance:**

**Main purpose of the job**

* Main point of contact between the academy and our external HR advisers for all HR related matters.
* In conjunction with our external HR advisers provide guidance and support to management in the areas including disciplinary matters, grievance, absence management, restructuring, redundancies and change management and attend all meetings.
* Provide advice on recruitment and selection strategies to managers.
* Support the recruitment process including; writing job descriptions, preparing interview questions, job advertisements, longlisting and shortlisting candidates, collection of references, developing a scoring matrix, advising interview panels, and ensuring all necessary checks, safeguarding, visas, right to work and any other regulations are completed throughout the process.
* Administer probationary periods reminding line managers when reviews are due.
* Ensure that all necessary checks, safeguarding, visas, right to work and any other regulations are in place for visitors, volunteers, contractors or supply staff.
* Provide a full induction program for all new staff, monitoring completion and reporting to the senior leadership team.
* Produce and maintain the staff handbook and induction information, including a survey of new staff to develop and improve the induction process.
* Ensure that job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
* Ensure that all relevant policies and procedures are up-to-date and in line with current employment law and stored electronically in the appropriate area.
* Manage staff personnel files and ensure that staff related information is on the management information system.
* Ensure that the single central register for all staff is maintained, accurate and up-to-date.
* Develop, implement, monitor and evaluate an appraisal system for support staff in line with the Shirley High’s appraisal policy.
* Ensure timely completion of the School Workforce Census.
* Manage staff sickness absences including, recording absences, analysing patterns of absence, monitoring trigger points, arranging absence concern and formal meetings, conducting return to work interviews, and organisation of occupational health referrals.
* Manage staff resignations, exit interviews and reference requests from current or previous staff to ensure that all necessary policy and procedure is followed.
* Represent Shirley High School at relevant panels, working groups and meetings as required by the Principal.
* Undertake other duties and responsibilities as is reasonably directed by the Principal.
* Provide high-quality comprehensive business support to the Board using appropriate technology as necessary.
* To contribute to the effective operation of the Board.
* A skilled information manager who records the process and outcomes of collective decision making, stores Board records and has the ability to find/obtain the information governors need in order to make informed decisions.
* A knowledgeable adviser to the Board on procedural matters, and ensures that the Board meets legal requirements.
* Maintains and develops effective working relationships with key personnel including Chair of Governors, Governors and Principal.

**Duties and responsibilities**

* Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all students.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, trustees and members of the local community.
* Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
* Sustain wide, current knowledge and understanding of educational employment.
* Support the Principal in communicating a compelling Shirley High School vision empowering all students and staff to excel.
* Support the Principal to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Hold all staff to account for their professional conduct and practice.
* Develop strategies to improve workforce attendance.
* Support the Principal to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
* Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
* Inspire and influence others – within and beyond the Shirley High School – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.
* To take individual and collective professional responsibility for championing the school’s diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.
* Undertaking any other reasonable request as required.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
* Participate in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.
* Advises the Board of its statutory duties and responsibilities.
* Advises the Board on governance procedure and good practice.
* Advises the Board on ways of improving the efficiency of how the Governing Board works and its effectiveness.
* Uses discretion in deciding on action when responding to requests based on experience.
* Works within the Clerking competency framework without need of direct supervision.
* Produces the evidence of Board impact on school improvement through high-quality, professional minutes.

**Personal Qualities**

* Reliable and conscientious with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

**Commitment**

Demonstrate a commitment to:

* + Equalities and the Equality Act 2010
	+ Awareness of the school’s responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Acts guidance.
	+ Promoting the Shirley High School ’s vision and ethos
	+ High-quality, stimulating learning environment
	+ Relating positively to and showing respect for all members of the Shirley High School and wider community
	+ Ongoing relevant professional self-development
	+ Safeguarding and child protection
	+ Maintaining confidentiality at all times
	+ Board meetings are held in the evening and during the day. Will need to work flexibly and as necessary.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Shirley High School and may change either as your contract changes or as the organisation of the Shirley High School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

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| Essential | Desirable |
| 3 years’ experience of working successfully in an office environment as a proven strong, successful provider of HR services. | A relevant HR qualification/qualified to CIPD level. |
| Excellent numeracy / literacy skills / ICT skills | A First Aid qualification would be an advantage |
| Organise, plan and lead projects and change initiatives | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Handle sensitive issues confidentially and demonstrate strong interpersonal skills | Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement |
| Experience organising complex meetings and the ability to accurately record data | Experience of minuting meetings |
| Be an effective team player that works collaboratively and effectively with others | Knowledge, skills and experience in the use of SIMS or other database packages |
| Communicate effectively to a wide range of different audiences (verbal, written, using ICT, as appropriate) | Special skills and experience in working with young people particularly within a school setting and in partnership with other agencies |
| Support, motivate and inspire both colleagues and students by leading through example |  |
| Deal successfully and calmly with situations that may include tackling difficult situations and conflict resolution |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………. Dated: …………………………………………………………….