



La Sainte Union Catholic Secondary School
Highgate Road, London NW5 1RP

JOB PROFILE

HR OFFICER

PAY LEVEL: SO1	SECTION: Finance & HR Team, Business Support Function
REPORTS TO: Business Manager	
STAFF SUPERVISED: None	

JOB PURPOSE

To co-ordinate and oversee staff recruitment, ongoing HR processes and payroll.

To be responsible for ensuring that staff salaries are accurately and efficiently paid and that the school's payroll and other relevant deadlines are met.

To ensure that pre-employment checks, contracts and variations are carried out and correctly recorded.

To ensure that required staff data is complete, accurate and securely held.

MAIN DUTIES AND RESPONSIBILITIES

Recruitment

- Coordinate all recruitment activities, including researching and advising on advertising strategies, preparing and placing advertisements, creating application packs, communicating with candidates, coordinating and organising selection processes.
- Manage the recruitment budget and ensure value for money and maximum impact from advertisements, by tracking results and evaluating impact of recruitment strategies.
- Manage the appointment of new employees in accordance with employment legislation, best practice and safeguarding, carrying out all appropriate new staff checks.
- Provide SLT and Governors with reports and information regarding recruitment and staffing.

HR

- Produce induction packs for new staff, volunteers and others working in school and coordinate the new starter/induction process with relevant colleagues.
- Responsible for carrying out all necessary pre-employment checks on new employees and recording them on the school's single central record and other systems according to statutory requirements.
- Provide contracts for all new staff and ensure a signed copy is returned.
- Provide salary assessments for teachers as required.
- Ensure all required information is held in electronic and paper staff files.
- Ensure up to date staff details and contractual information is accurately recorded on the school's management information system and other systems including budget planning software and payroll/HR provider systems as required.
- Ensure accurate and up to date staff absence records are kept, including return to work forms and medical certification, providing analysis to the Headteacher when required and ensuring that the school's payroll provider is informed about sickness absence as required.
- Ensure robust absence monitoring system is in place in order to support the school to effectively manage sickness absence, including making Occupational Health referrals and seeking advice from the school's HR provider as required, and supporting with the organisation of sickness absence meetings in line with the Sickness Absence Management Policy for all staff.
- Responsible for maintaining a staff training log.
- Advise staff on maternity, paternity and parental leave, ensuring letters are sent in a timely manner.
- Responsible for maintaining the single central record, ensuring the information it contains is complete, accurate, up to date, and in line with statutory requirements.
- Ensure that exit interviews are carried out and inform relevant staff so that leaver processes are correctly followed.

Payroll

- Responsible for ensuring that all required information is provided to the school's payroll provider, including new starter information, changes to pay, contracts or personal details, additional payments, pension information and leaver details so that accurate payments are made to staff at all times.
- Provide pension information to scheme administrators or payroll provider as required.
- Ensure contractual changes to pay are correctly applied, that discretionary changes to pay are properly authorised and that a clear paper trail of both is maintained.
- Respond to employee's payroll queries, signposting to payroll provider, pension scheme or HMRC as required.

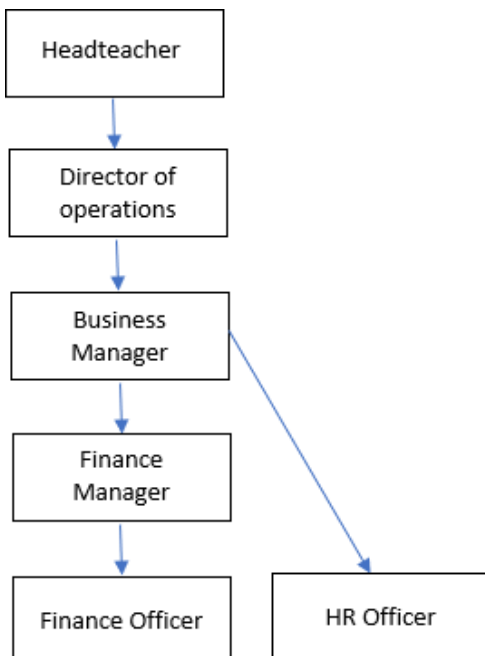
- Assist the Headteacher in the smooth implementation of the annual Pay Award for teaching staff, gathering in relevant paperwork for performance related pay and sending written confirmation of outcomes.

General

- Take minutes at meetings and circulate as appropriate.
- Work as part of a team to deliver the varied tasks across the school, showing flexibility to meet the demands required.
- Produce, maintain and share up to date "how to" guides for all key aspects of their role in order that others can cover in their absence.
- Establish and maintain good relationships with all colleagues, students, parents/carers, suppliers, contractors and outside agencies.
- Participate in school events such as open mornings and contribute to promoting the school to the wider community.
- Provide excellent customer service at all times, acting as an ambassador for LSU.
- Show commitment to their continued professional development and performance management.
- Undertake INSET and training and participate in appropriate school meetings, making positive contributions.
- Undertake specific duties in the event of a fire evacuation or other emergency as described in the Fire Evacuation Procedure.
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Business Manager, Director of Operations, Headteacher or other appropriate member of staff.

Note: All LSU employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

STRUCTURE CHART



WORK ENVIRONMENT

The post holder will be located in the Finance & HR Office with their team.

This is a term time plus INSET days plus 3 weeks post (41 weeks per year). The post holder is required to work 35 hours per week spread across five days, with standard hours of 8.30am-4.30pm, with an hour for lunch. The post holder will be expected to be flexible in their hours in order to meet business needs, including supporting at after school events as required.

The post holder is required to work to regular deadlines on a weekly basis; the post holder's work will have frequent daily interruptions due to staff queries.

The post holder will be required to be flexible to adapt to changing and conflicting priorities which are outside the post holder's control on a weekly basis.

Much of the post holder's work is of a confidential nature, demanding a suitable level of security including, for example, a clear desk policy.

The post holder will be responsible for organising and prioritising their own workload.

The post will require prolonged periods of data entry throughout the working day.

Post holders are required to work on all INSET days.

Post holders are required to hold an enhanced DBS disclosure.

Post holders will be expected to work to deadlines as they arise. Guidance and time management advice will be provided by their line manager.

Post holders are expected to adhere to all school policies and procedures.

WORK CONTEXT

Communications and working relationships

- The post holder is regularly required to work closely and have strong relationships with all members of the Finance & HR Team and to make positive contributions to team meetings.
- The post holder may be required to work closely with the Headteacher, senior leadership team, other support staff managers/colleagues, Heads of Year, Heads of Faculty and others as the need arises.
- Communications into and out of the Finance & HR Team should be treated as confidential.
- The post holder will be required to liaise with all staff on a daily basis, providing excellent customer service.
- The post holder will be required to communicate regularly with parents and students on behalf of the school.
- The post holder will be required to liaise with external agencies in relation to recruitment, HR and staff pay.

Innovation (decision making and creativity)

- The post holder will be expected to use initiative, including making suggestions for improvements and exercise judgement in determining priorities for themselves.
- The post holder will also be expected to have flexibility to adapt to changing school priorities.
- The post holder will be prepared to develop new skills and working methods in order to effectively respond to changing school needs, under the guidance of the Business Manager.
- Creative and innovative thinking is required in designing and producing HR related reports and advertisements for recruitment.
- Contribute to the development of recruitment, HR and payroll procedures and policies.
- The post holder is required to make recommendations to the Business Manager to ensure smooth running of the HR and payroll functions.

Resource management

- The post holder is responsible to ensure best value is achieved through advertising strategies.

Equal Opportunities statement

- As a member of school staff, take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the scope of responsibility of this post and the fair and equal treatment of all colleagues, students, parents/carers and visitors.
- Adhere to the school's Equal Opportunities policies and ensure anti-discriminatory practice.

Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School's Designated Safeguarding Lead Officer or a member of the Leadership Team.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- To be especially aware of confidentiality expectations with regards to providing support to the Headteacher and allocating staff to specific roles such as providing support to the Finance & HR Team or with regards to the school's safeguarding and child protection responsibilities.

Commensurate statement

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to undertake any other reasonable duties not specifically identified in the job profile but commensurate with the scope, grade and responsibilities of the post as determined by the manager.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:

- GCSE maths and English at grade C or above, or the equivalent.

Desirable:

- HR related qualification or working towards.

KNOWLEDGE

Essential:

- An understanding of employment legislation and best practice in HR.
- Able to demonstrate a good standard of literacy and numeracy.
- Commitment to working within the school's aims with regard to safeguarding, equal opportunities and raising achievement.
- Able to handle confidential information with complete discretion.
- A genuine interest in education and being part of the school community.
- An understanding of the issues that may affect young people.
- An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required.

Desirable:

- Knowledge of pay and conditions for teachers and support staff.
- Knowledge of SIMS or equivalent database experience.

SKILLS

Essential:

- Excellent IT skills, attention to detail and the ability to maintain accurate records and filing systems.
- Outstanding interpersonal skills and ability to communicate effectively, both orally and in writing; able to deal with students, staff, parents and other visitors to the school in a professional calm, polite and friendly and helpful manner.
- Ability to deal with difficult and sensitive situations in a diplomatic and professional manner.
- Ability to work on own initiative and prioritise tasks.
- Ability to establish and maintain effective relationships with staff, students and parents.
- Ability to work under pressure and deal with competing demands.
- Ability to maintain accurate records and filing systems.
- Ability to be flexible, manage a varied workload and conflicting demands.

EXPERIENCE

Essential:

- Experience of working in a busy office environment.
- Experience of working in a customer service role.
- Experience of working within a team environment and the flexibility that this may at times require.
- Substantial experience of data entry.

Desirable:

- Experience of providing HR support within an organisation.
- Experience of working within a school or similar environment with vulnerable people.
- Experience of payroll processing.