



Mount Grace School
Committed to Excellence

Job Description for HR Officer

Grade: H6 (FTE £23,484 - £25,927)

Working: min 21 and max 30 hours per week, worked over 4 or 5 days

Weeks worked: Term Time plus two weeks

Responsible to:
Headteacher

Main Purpose of Role

To lead the department by providing professional skills and technical capabilities, specialist subject knowledge (including employment legislation), integrity in decision making and operational activity to the Headteacher, SLT and Governors of the School.

Recruitment

- To proactively fill vacant posts with high calibre staff jointly with the Headteacher and SLT.
- To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates which reflect the school in a positive light.
- To service the short-listing panel and provide them with references and other documentation as required.
- To lead the interview process and timetable of the interview day (ensure interview records are kept in line with regulations) –ensuring at all times the school is reflected in a positive way.
- To ensure effective communication with candidates throughout the interview process. Upon appointment arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) met.
- To manage the induction process for all new staff at all levels to ensure all regulations are met, including probationary reviews.

- To lead and maintain procedures to ensure that Safeguarding of children (including the maintenance of a single central record and all DBS applications)

Payroll / Pensions / Contracts / Conditions of contracts:

- To support Finance and ensure all payroll figures are checked and everyone is paid correctly
- To lead the provision of advice to staff on the requirements for going through the thresholds and teachers' standards for pay progression.
- Compose offer letters, paperwork for SERCO, ensure contracts are issued.
- Take the lead in the school in HR matters; disciplinary, capability, grievance and harassment investigations
- Manage requests for maternity/paternity/birth/adoption leave effectively
- Administer Cycle to Work Scheme / Childcare Voucher Scheme.
- To manage the pension schemes for Teachers and Support Staff, including auto enrolment and the annual audit.
- To lead the provision of advice to staff on the requirements for going through the thresholds and teachers' standards for pay progression.
- Interpret and advise on all legislation pertaining to staffing.
- To advise on legislation pertaining to recruitment, staffing issues etc
- Maintain and update all statutory and in-school policies in line with the national / local guidance

Absence and Record Management:

- To manage, track and record all absences, and provide reports to Headteacher / Governors as required
- To advise the Headteacher / SLT of long-term absences / trigger points
- To refer staff to Occupational Health if required; to track and make reasonable adjustments if required.
- To research and recommend appropriate sickness insurance policies to the SLT. Make all insurance claims including maternity and paternity cover, jury service etc.
- To maintain and keep up to date all personnel records on Arbor, and in personal files in accordance with statutory and audit requirements.
- To track and monitor staff absence and service staffing committees with reports as appropriate (monthly)
- To lead and manage good absence management control including return to work interviews, setting up occupational health interviews – work to reduce the impact of long-term absence in line with school policy.

General Duties:

- To ensure that the school meets its statutory employment, equality, health and safety obligations.
- To liaise as and when appropriate with the LA legal departments, and other statutory and professional bodies
- To support the performance management process as it applies to teaching and support staff. (ensure the SLT has access to up-to-date files at all times)
- To lead the Performance Management Process (Appraisals) for non-teaching staff.
- To offer a confidential service to staff wishing to discuss personal issues
- To regularly review and keep Single Central Record up to date
- To assist teams with audits/inspections
- To support staff wellbeing.
- Completion of the annual School *Workforce Census*
- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data (Data Protection Act).
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions and policies of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, Child Protection, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure
- To work with the Senior Leadership Team to ensure that staffing levels are sufficient to deliver the curriculum of the school in an efficient and cost effective way.
- Work closely with the Senior Leadership Team to model the financial impact of all staffing appointments
- To take an advisory and proactive role in the strategic management of staffing at the school and maintain staffing aspects of school budgetary software.
- To work in close cooperation with the Chair of the HR Committee.

This job description is not intended to be an exhaustive list; the duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary after negotiation.

Person Specification	
Post Details:	HR Officer
Scale/Spine Point:	H6

Attributes	Essential	Desirable
Experience: Significant experience of delivering an efficient and effective HR Service. General clerical and administration experience	✓	
Knowledge and working experience of school administration at an appropriate level, including: - Experienced user of Arbor applications - Knowledge of Teachers / Support staff Conditions of service - Knowledge of STPCD - Knowledge of Teachers & Local Government Pension Schemes		✓
5 or more GCSE Grade C or equivalent including English and mathematics	✓	
Educated to degree level or specific HR or Business Qualification (e.g. CSBM)		✓
Experience of autonomous working	✓	
Experience of developing and implementing HR Policies	✓	
Understanding and application of employment law to policy development	✓	
Effective leader experienced in team working	✓	
Proven track record in leading personnel aspects of change management.		✓
Excellent communication & interpersonal skills	✓	
Empathy with educational values	✓	
Ability to prioritise workload, work under pressure and to deadlines	✓	
Ability to work confidentially, and handle confidential information with discretion	✓	
Excellent record of attendance	✓	
Excellent word processing, presentation. Data base and spreadsheet skills. Good statistical / numeracy skills	✓	
Commitment to Mount Grace and the students and parents we serve, a belief that students come first	✓	
Commitment to Equal Opportunities and an enhanced DBS check	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	

Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
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