



HR Officer

Remuneration: Scale 5/6, £30,473 - £34,268 pro rata (FTE salary £33,294 - £37,440)
Responsible to: School Business and Development Manager.

Job purpose

- To oversee and manage all aspects of the development and effective operation of the human resources function within the school, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.
- To over see and manage the school's recruitment strategies and procedures, including those related to teachers and support staff.
- Completing administrative routines relating to the human resources function including payroll and maintenance of records and files.
- Undertaking general office, reception and other administrative duties as required.

Key Accountabilities

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- To be subject to all relevant statutory and institutional requirements.
- To perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

Job specification

Operational

- Maintaining and updating information held on school databases, in particular those relating to human resources, including staff details, recording contractual changes, accessing and producing reports for her/his line manager.
- Ensuring that all HR records are set up and maintained accurately, archiving and securely purging historical data.
- Coordinate the recruitment and selection processes e.g. in the placing of adverts, the formulation and forwarding of application packs, creating shortlisting packs, inviting applicants to interview.
- Issue reference requests and follow up where necessary.

- Ensure that the single central record is fully up to date at all times.
- Lead the DBS checking process ensuring that all staff, visitors and contractors have current and relevant DBS checks at all times.
- Verification of staff details including identification, employment history, qualifications, and overseas records.
- Maintenance of annual leave records including yearly updates.
- Lead on the production of all contracts of employment for staff.
- Administration all aspects relating to work status and registration, immigration and sponsorship.
- Preparation of statistics and management information with regard to human resources, including the monthly absence monitoring.
- Assist in the collection, entry and extraction of data required to complete statutory returns, taking the lead on completing the annual work force census.
- To oversee and manage all aspects of entry of sickness and absence management.
- Provide assistance to staff with regard to human resources issues, for example, maternity/paternity/adoption leave, annual leave information.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Process, input and extract data held on the school's database systems to ensure accurate and up to date records are maintained.
- Maintain both manual and computerised record and filing systems in line with requirements, such as the single central record, sickness absence details, personnel files.
- Deal with correspondence promptly and as required.

General

- Attend school events as required.
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Attend relevant meetings and training sessions.
- Deal with confidential issues/data appropriately.
- Ensure compliance with data protection regulations for all HR processes.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff as required.

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