



St Francis Xavier's College

Job Title:	HR Officer	Responsible to	Business Manager
Level/Salary Range:	Grade 5 SCP 17 -24 FTE £24,920 - £29,174 Actual pro rata £26,700 - £31,257.85	Position Type:	37.5 hours / week 52 weeks / year
Job Description			
<p>To provide HR advice and guidance, along with interpretation and implementation of employment law, terms and conditions of service and relevant policies and procedures to senior leaders and governors.</p> <p>Recruitment and selection</p> <ol style="list-style-type: none"> 1. Provide a professional HR administration service, supporting school leadership with key recruitment tasks including coordination of shortlisting packs, coordination of invitations to interview etc. 2. Ensure pre-interview checks (references) are completed and any concerns are identified and raised with the recruitment lead and Business Manager as appropriate 3. Ensure pre-employment checks (DBS, medical etc.) are conducted in a timely manner to support schools in bringing staff on board in line with the specified timeframe, alerting the Business Manager to any potential issues which may delay the process 4. Timely creation and maintenance of staff records to support IT colleagues in setting up access for systems 5. Maintenance of staff files and documentation on SIMS, payroll, Teachers' Pension and Merseyside Pension Fund <p>Support for formal HR and payroll processes</p> <ol style="list-style-type: none"> 6. To produce the monthly payroll run in the absence of the Finance Officer and ensure monthly and annual returns are sent to Teachers' Pension and Merseyside Pension Fund. 7. Provide administrative support at formal meetings 8. Utilise templates to produce a range of HR letters such as invitations to interview, confirmation of holiday entitlement, confirmation of maternity or paternity leave and the attendance management process 9. Ensure all employees have job descriptions and person specifications and templates are available for recruitment 10. Enter all support staff absences on SIMS and, in the absence of the Finance Officer, on payroll. 11. Update SIMS for all staff returning to work and update the Absence Spreadsheet 			



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12. Arrange for return to work interviews (RTW). Ensure all staff fill in self declaration form upon return, RTW meeting is arranged with the Line Manager and attendance history for the previous 12 months is sent to the Line Manager to support them in the RTW. Respond accordingly to any trigger points and arrange next meeting with School Business Manager (SBM)
13. To support the Business Manager in the production of annual accounts and reconciliations with regard to payroll and pensions.
14. To be responsible for inVentry System and ordering of ID badges for all staff.

Onboarding and offboarding

15. To ensure compliance for all pre-employment checks before employment commences
16. To liaise with school teams to support effective induction for all staff, clearly communicating induction requirements and ensuring appropriate documents are issued to staff during onboarding
17. To implement the starter and leaver processes preparing a range of HR paperwork and liaising with payroll, Teachers' Pensions and Merseyside Pension Fund to ensure that new starters, leavers and changes are actioned appropriately
18. To coordinate the allocation of system access for all appropriate programmes/subscriptions for new staff, liaising with IT and school administration teams
19. To liaise with IT to ensure that system access is accurately recorded to aid the off-boarding process, performing regular audits of system user accounts
20. To ensure that system access is deactivated for staff leaving the college at an agreed period in consultation with Line Manager
21. To coordinate processing of staff changes (location, role etc.), ensuring staff are transferred as appropriate on SIMS, payroll etc.

Data management and recording and reporting

22. Coordinate the annual school workforce census returns for the school, ensuring the timeline is clearly communicated and providing support to resolve any queries
23. To manage the HR databases to ensure that electronic employee information is accurate and up to date
24. To maintain the Single Central Record, liaising with colleagues to ensure key data is recorded and kept up to date in line with statutory guidelines and held securely
25. To support the completion of statutory returns, running reports and preparing data for analysis, reconciliation and consolidation
26. To conduct an annual data cleansing exercise



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27. To maintain HR policies, keep track of all HR policy renewal dates and ensure the correct versions are available to staff on the designated system
28. To keep track of compliance and completion rates for mandatory reading/training across the College, regularly monitoring the data and implementing a reminder system with escalation to school leadership where staff fail to meet the timelines set
29. To keep all data and information of a sensitive nature secure at all times and to handle all HR, recruitment and compliance information in a confidential manner in accordance with data protection regulations
30. To keep abreast of new legislation and ensure statutory and mandatory requirements are reflected in all documentation.

Safeguarding

31. The employee must adhere to the College's safeguarding procedures at all times as outlined in the Staff Handbook
32. Adhere to the College's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".
33. The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Other

34. To keep knowledge up to date and current in relation to HR, recruitment and compliance practices by attending relevant seminars and other appropriate training sessions
35. Any other duties as reasonably required by the Business Manager
36. Maintain confidentiality and follow General Data Protection Regulations at all times
37. Attend relevant training as the need or opportunity arises
38. Carry out all duties in a safe manner and in line with current school policies and procedures
39. Any other duty deemed commensurate with the post / scale as directed by the Team Leader, Line Manager, School Manager or Head Teacher.

Additional Notes

40. The post holder is expected to demonstrate alignment to, and willingness to support, the organisation purpose, aims and commitment to its values and behaviour
41. Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on a basis of their relevant abilities. A copy of our equal opportunities policy is available on request
42. This post is subject to an enhanced Disclosure & Barring Service (DBS) check



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St Francis Xavier's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment.

SIGNED by the said: Date:
Employee