

Job Description

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| **Post Title:** | HR Officer |
| **Reporting to:** | Business Operations Manager |
| **Location:** | St.Wilfrid’s Catholic High School & Sixth Form College |
| **Grade:** | 6 |
| **Service Area:** | HR |
| **Overall Purpose of the Post:*** Under the guidance of senior staff, be responsible for undertaking Human Resources and organisational processes within the academy.
* To provide an efficient HR administrative service by supporting staff and stakeholders at all points of the employee lifecycle, including pre-employment checks, onboarding, staff changes and leavers, ensuring key HR processes and procedures are accurately administered.
* Maintain and update HR documents and files, including all types of staff absences, reviews, employee records, completion of documents in a timely manner and ensure procedures are adhered to, ensuring confidentiality and sensitivity of the personal data recorded on these documents at all times.
* Under the instruction/guidance of the Finance Manager/Deputy Business Manager, manage a high-quality payroll provision within school for teachers and support staff
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| **Date of last review:** | July 2025 |

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| **Knowledge, skills and experience requirements for the post** |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * GCSE grade C / 4 or above in English and Maths
* NQF Level 3 (NVQ 3, BTEC HNC, A Levels) in business administration, HR, a related field or equivalent experience
 | * HR qualification
* MIS / SIMS experience
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| **Skills/Knowledge** | * Good Numeracy / Literacy skills
* Ability to use Microsoft suite and other databases related to the HR and Payroll services.
* Excellent ICT/keyboard skills e.g. bulk data input
* Good communication and a high level of interpersonal skills
* Effective use of ICT and other specialist equipment/resources
* Ability to respond flexibly to changing demands and positively to all members of staff and students
* Able to work on own initiative
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to work accurately and with attention to detail. Good level of communication skills, both verbal and written to support positive working relationships and communication at all levels
* Good organisational skills and ability to prioritise workload to meet deadlines
* Able to work effectively with others and develop good relationships with other adults and students in schools
* Knowledge of computerised payroll systems and associated operational procedures, including, PAYE, NIC, and Pensions.
* Knowledge of Statutory Maternity Pay, Statutory Sick Pay, Statutory Adoption Pay and Statutory Paternity Pay terms and conditions.
 | * Working knowledge of relevant polices/codes of practice and awareness of relevant legislation
* An understanding of safeguarding issues and promoting the welfare of children and young people
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| **Experience** | * Minimum 5 years admin experience
* Previous experience of working in a busy office or similar busy environment.
* Working within an HR administrative role
* Ability to meet set /tight deadlines
* Awareness of data protection and management of employee information
* Confident in handling payrollemployee relations
 | * Experience in a similar HR role
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| Responsibilities and accountabilities**Main Duties:**Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leaders or their representatives.* Be responsible for HR functions and processes for all staff within school including, but not exclusive to, absence management and all reporting. Liaise with staff and finance to ensure policy and processes have been adhered to, providing guidance when required.
* Liaise with Trust HR to ensure all paperwork is present and correct for Trust HR audits.
* Process individual employee changes in a timely manner notifying relevant departments of the changes. Liaising with the Headteacher/Business Operations Manager regarding issuing appropriate contracts and variation letters in accordance with the relevant terms and conditions, escalating areas of concern and investigating discrepancies.
* Process termination forms in a timely manner notifying relevant departments of the leaver, ensuring exit interviews are undertaken and feedback is captured and shared as appropriate.
* Record and monitor sickness absence ensuring that the Business Operations Manager and the HR provider remain updated and informed, in accordance with the Managing Sickness Absence Policy and Procedure.
* Generate letters at the request of the Business Operations manager or their Deputy, for HR meetings using standard templates.
* Be the point of contact to send and receive completed Occupational Health requests to the schools third party provider.
* Facilitate recruitment processes and procedures to ensure recruitment and selection is managed effectively and professionally, in line with the Trust’s policies and procedures.
* Ensure that all relevant documentation is prepared in readiness for recruitment and selection. This includes using template documentation (e.g., for assessments, adverts, letters and emails) ensuring jobs have been evaluated and are advertised correctly.
* Supporting recruiting managers to follow procedures, ensuring candidates have a positive experience of recruitment and also ensuring legal requirements are met. The post holder will ensure information is prepared for shortlisting and will co-ordinate assessment days, ensuring rooms and refreshments are booked and panels are arranged and prepared. They may be involved in timing assessments, supporting candidates throughout the day, supporting panels, ensuring all involved in recruitment and selection experience a professional, supportive, friendly service.
* Oversee recruitment safeguarding requirements pre, post and during recruitment and selection processes (i.e., reference requests, identity checks, online checks and visitor regulations are adhered to, briefing candidates on recruitment procedures and briefing the panel to ensure safeguarding arrangements are met).
* Manage post interview procedures and undertake relevant checks on interview candidates in respect of qualifications, any restrictions on employment and criminal backgrounds (DBS/ Employer Access - Prohibition List for new appointments) and pre-employment health screening (e.g., medical clearances through Occupational Health Services). Providing new starters with access to the onboarding platform and arranging inductions. Liaise with Line Manager regarding the induction process to personalise this to each role, ensuring new staff are supported and welcomed to the Trust and that managers complete the induction checklist with their new starters.
* Ensure contracts of employment are issued, checked, signed, sent out to candidates and that signed copies are returned.
* Ensure up to date personal files are accurately maintained electronically.
* Liaise with the Headteacher/Business Operations Manager regarding contractual information as and when requested to third parties when authorised by our employees for the purpose of mortgage applications, property lettings, HMRC, references etc.
* Update the HR Team with recruitment updates and progress via Teams.
* Responsible for annual HR activities, including issuing salary statements, annual DBS declarations and coordinating annual policy signing processes by all staff.
* Maintain the staff training logs, recording training on the school MIS, the CPD software and copies of certificates on staff files.
* Complete administrative tasks including monitoring via the CPD software liaising with senior leaders to create CPD activities, line managers approval, the collection and recording of staff evaluations, checking requests are signed off and recorded.
* Ensure staff, visitors, third parties, volunteers, Governors, Members and Trustees are appropriately cleared and their details are accurately retained on the single central register, supporting the review of the register as per Trust requirements.

**Payroll** * Maintain and monitor the accurate processing of staff appointments, transfers, promotions, terminations and incremental progression.
* Ensure payroll are notified of all pay-related HR activities, including new starter, employee changes and absence.
* Process payroll information in a timely and accurate manner. Create and maintain employees’ payroll records. Calculations for salaries and applicable deductions based on an employee’s attendance and claims records. Enter payroll information into a central system for processing by a third party. Completion of checks of payroll and exception reports.
* Ensure payroll is accurate, reconciling and completing checks on payroll and exception reports to prevent/identify any discrepancies. Ensure any discrepancies identified, are investigated and communicated to the payroll provider to be resolved. Report any discrepancies to the Finance Manager/Deputy Business Manager, if required communicate and explain to the employee concerned.
* Process Teacher and Support Staff payroll amendments, ensuring that these are processed in line with timescales and that the correct bands for Teachers and Support Staff are adhered to regarding both payments and deductions.
* Inform and train staff on the use of the online payroll portal.
* Administer employer responsibilities in respect of Teacher and Support Staff payroll:
* - Provide information for Teachers Pensions where required.
* - Ensure new starters are paying into a scheme (e.g., teachers pensions or AVC’s) or have opted out.
* - Ensure new employees are aware of pension transfer rules.
* - Send returns for both Support Staff and Teachers where required.
* - Manage short term death benefits to dependants of deceased members.
* - Check payroll reports to ensure that the statutory deductions from pay, such as PAYE, NIC and Student Loans, are calculated and processed correctly each month in line with current legislation.
* - Check that Pension and third-party payments are calculated, deducted and processed correctly each month from pay, such as Court Orders, Attachment of Earnings orders, Trade Union Deductions and Health Schemes.
* Ensure staff contract information is recorded accurately on Sims to reflect a true account for annual work force census.
* Detailed checking to ensure Salary Sacrifice Schemes are administered correctly. Advertise salary sacrifice schemes where applicable. Check the deductions from salary in lieu of Child Care Vouchers (e.g., Kiddivouchers) in accordance with agreed Government documentation.
* Ensuring and reconciling the maternity, paternity, adoption and sickness payments are correctly administrated by the payroll provider.
* Maintain suitable payroll records in line with both statutory and school requirements maintaining the highest standards to ensure that payroll information is handled carefully and sensitively at all times, adhering to data protection and confidentiality procedures at all times.
* Manage and process claims for expenses, benefits and salary variations in line with payroll provider timescales applying the rules and regulations of the Trust and HMRC. e.g., car mileage, overtime claims, unpaid leave of absence.
* Deal with queries and enquiries from members of staff about their pay and deductions on a one-to-one basis as required, and provide confidential advice as necessary.
* Ensure that Audit requirements are adhered to including facilitating audit requests and inspections.
* Prepare and submit letters associated with payroll e.g., deductions from salary and recovery of overpayments, including repayment schedules. Liaising with the Business Operations Manager prior to distribution.
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| Responsibilities for resources |
| **People: N/A** | Budgets: N/A | **Physical Resources:**  |

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| **Characteristics of the post:**Employees are encouraged to participate in training activities in order to enhance their own personal development.* All employees of the school have a responsibility for promoting and safeguarding the welfare of children and young people.
* Be aware of and comply with policies and procedures relating to child safeguarding, health and safety, data protection, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to and uphold the overall ethos/work/aims of the school.
* Follow and uphold the Trust Code of Conduct.
* Attend relevant meetings as required.
* Treat all users of the school with courtesy and consideration.
* Support the role of other professionals in school.
* To be flexible in approach and be available to work outside normal hours as and when required.
* Participate in training and other learning activities and performance development as required.
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The employment checks required of this post are:* Evidence of entitlement to work in the UK and identity
* Evidence of essential qualifications
* Two satisfactory references
* Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS with a barred list check
* On line search
* Confirmation of medical fitness for employment
* Completion of a self disclosure form declaring convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
* Overseas check (where applicable)
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| **Date completed:**  | July 2025 |