



Wright Robinson College

Executive Headteacher: Mr M Haworth

HR Officer: Job Description

JOB TITLE

HR Officer

SCALE/SALARY

**Grade 8 (Term-time plus 2 weeks)
SCP 31 – 35 £40,476 - £44,711 FTE (actual salary TTO
+ 2 £35,707 - £39,443)**

RESPONSIBLE TO:

Designated SLT member

JOB PURPOSE

To provide an efficient Human Resources function at the college including the development, implementation and monitoring of all HR processes. Leading on recruitment and selection as well as providing HR advice and guidance to staff, managers and leaders.

Whilst there are no current line management responsibilities attached to this role, there is the possibility of future line management.

Duties and Responsibilities

HR Policy

- To be the first point of call for queries and advice on all HR matters, policies / terms and conditions from staff and managers, ensuring good practice and compliance in-line with policy and legislation.
- To ensure the most up to date version of Trust HR policies and procedures are being followed providing practical support to implement (e.g. coaching managers or delivering briefing sessions).
- To safeguard & promote the welfare of students through your own actions and effective management of staff resources; implementing policies & procedures, in-line with local & national protocols and statutory requirements relating to child safeguarding.
- Working effectively with trade union colleagues and supporting with on-site staff and trade union communications.

Employee Relations/Case work

- To support with employee relations case work, including grievance, disciplinary, (Inc. safeguarding), absence, capability/performance, (with support of the HR Consultant for more complex matters) which may include organising hearings and case papers, note taking, drafting and issuing letters, occasionally conducting investigations, advising investigating officers / managers / panels at meetings / hearings.

- Supporting processes e.g. maternity, paternity, parental, family friendly etc. and providing advice to managers and employees.
- To undertake risk assessments e.g. stress, pregnancy / maternity and case work.
- To respond independently to correspondence and produce complex and confidential reports, Occupational Health referrals, minutes and letters to a high standard.
- Ensure compliance with employment legislation and Trust policies and procedures, minimising the Trust's exposure to litigation and employment tribunal claims.
- To liaise with finance/payroll colleagues with the processing of all contract variations and amendments in a timely manner.
- To provide appropriate advice to employees in relation to various HR matters e.g. the operation of HR policies, requests for flexible working, and advising on eligibility and entitlements as necessary.
- To act as a point of contact for staff members requiring support from a well-being/health perspective, appropriately sign-posting staff to access support and use of Employee Assistance Programme.
- To manage the Employee Assistance Programme, ensuring staff know how to access the support and communicating updates to staff and management information reports to the Headteacher.
- To assist in the provision of comprehensive advice to managers, including the interpretation of HR policy and procedure, in line with best practice and employment law, escalating complex issues to the HR Consultant.

Recruitment and Retention

- Advising on recruitment to "add value" and improve processes, including management of any HR matters arising. This may include collation/review/analysis of equalities and other data.
- Ensure adherence to the Trust's Safer Recruitment policy and that all pre-employment checks take place.
- Accurately maintain the Academy's Single Central Record.
- Writing adverts, job descriptions, person specifications and creating job packs and posting them on relevant websites and recruitment advertising platforms, liaising with third party recruitment advertising contacts as appropriate.
- Recruitment administration up to and including interview day. Participating in interview panels as required.
- Ensuring that the formal induction and on-boarding process for new colleagues is followed /effective.
- To assist in ensuring that the Trust is an attractive employer with an appropriate benefits package, working towards appropriate awards to promote the Trust as an employer, attracting and retaining high calibre personnel.

On boarding/Safeguarding

- To assist with the HR induction of all new staff who start their employment throughout the academic year.
- Liaising with SLT/line managers to ensure that all new staff have completed the appropriate/relevant training modules using the National College online training system.
- To ensure all appropriate vetting checks are completed for visitors and volunteers when required.
- To manage the renewal application process for DBS certificates for existing staff
- To maintain the Single Central Register to ensure compliance with Keeping Children Safe in Education.

Attendance Management

- To maintain and monitor the Bromcom HR information system with regard to leave of absence and sickness absences, following up on the return of relevant documentation where appropriate.
- Keeping absence records and monitoring against absence indicators; maintaining contact with employees on long term sick leave, and arranging and holding meetings / occupational health referrals / phased returns, in-line with Trust's Supporting Attendance procedures.
- To ensure the effective functioning of staff absence cover and accurate recording of staff absences and leave.
- Manage a timely and effective leave of absence approval process.
- To produce attendance monitoring reports, notifying SLT of individuals who have met trigger points in accordance with the Attendance Management policy.
- To carry out return to work interviews in line with the Attendance Management policy.

Appraisal

- To provide support with the appraisal process as required, ensuring that all annual appraisals are completed in the HR information system and analysis carried out as appropriate.
- To monitor the completion of probationary and introductory periods for all new staff, sending reminders to line managers to complete reviews as necessary.

General/Other

- To support with HR project work alongside leaders and the HR Consultant.
- To contribute to the overall ethos, work and aims of the Trust.
- To establish constructive relationships and communicate with other agencies and professionals.

- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties the Headteacher may reasonably direct from time to time within the context of the employment contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).