

Job Description for Hr School Officer – Pegasus Primary School

Job Title	HR School Officer
Reports to	Executive Business Manager
Grade / Salary band:	UL Support G3 ABM2
Location:	Pegasus Primary School, Oxford, OX4 6RQ
Hours / contractual information:	25 hours per week – preferred pattern 11.30am – 4.30pm, Term Time only (with an additional 2 weeks worked during school holiday periods over the year)
DBS Disclosure level:	Enhanced

Key Role Purpose:

The HR & Administration Officer provides comprehensive administrative and operational HR support within the school, ensuring effective delivery of people processes and compliance with statutory and safeguarding requirements.

The role supports the Senior Leadership Team (SLT), Executive Business Manager and HR Business Partner by managing day-to-day HR activities, contributing to a positive employee experience, and ensuring that all staff-related processes are efficient, compliant, and aligned with safer recruitment standards.

In addition to core HR responsibilities, the role contributes to the smooth running of the school through administrative, reception, and operational support.

Responsibilities:

Absence Management

- Monitor and track staff attendance, identifying trends and areas of concern.
- Coordinate and lead Return to Work (RTW) meetings, ensuring timely and supportive interventions.
- Support SLT with the management of short- and long-term absence cases, including maintaining accurate records and documentation.
- Initiate and manage Occupational Health (OH) referrals, ensuring appropriate follow-up actions.
- Ensure all absence management processes are compliant with safer recruitment, safeguarding, and organisational policies.

Recruitment & Onboarding

- Lead and support end-to-end recruitment processes, from drafting job descriptions and adverts to coordinating interviews.
- Ensure recruitment documentation is accurate, inclusive, and aligned to school and trust standards.
- Participate in interview panels where required and support selection processes.
- Manage onboarding processes, including offer letters, contracts, pre-employment checks, and induction arrangements.
- Ensure all safer recruitment checks (e.g. DBS, references, right to work) are completed and recorded accurately.

Single Central Record (SCR) & Compliance

- Maintain and regularly audit the Single Central Record to ensure full compliance with statutory requirements.
- Monitor staff compliance with mandatory training and safeguarding requirements.
- Liaise with SLT to address gaps or risks relating to compliance and training completion.
- Ensure all HR data systems are accurate, up to date, and audit-ready.

HR Casework Support

- Provide administrative and coordination support for HR casework, including disciplinary, grievance, and capability processes.
- Prepare documentation, arrange meetings, and maintain confidential records.
- Support SLT and the HR Business Partner in ensuring processes are handled fairly, consistently, and in line with policy and employment legislation.

HR Advisory & First-Line Support

- Act as the first point of contact for day-to-day HR queries from staff, providing timely and accurate advice.
- Escalate complex or high-risk issues to SLT, EBM or the HR Business Partner as appropriate.
- Promote understanding of HR policies and procedures across the school.

Training & Development Administration

- Maintain accurate staff training records, ensuring mandatory training is completed and tracked.
- Coordinate training sessions and support staff access to learning opportunities.
- Support compliance reporting and continuous improvement in staff development.

Performance & Development Review (PDR) Processes

- Support the administration of the school's PDR cycle.
- Ensure all staff have access to PDR documentation and that review meetings are scheduled.
- Track completion rates and follow up where required.
- Collate PDR outcomes to support pay review and moderation processes.

Contracts & HR Documentation

- Prepare and issue contracts, offer letters, and contractual variations.
- Manage contract changes and leavers, updating all relevant systems promptly and accurately including inputting data into UL payroll system and accessing relevant reports.
- Monitor and input staff overtime and absences on the school's systems in a timely manner.
- Ensure all staff documentation is accurate, compliant, and securely stored.
- Maintain effective document management practices in line with GDPR requirements.



10. General Administration & Operations

- Support general administrative tasks to ensure smooth school operations.
- Assist with ordering and managing school supplies and resources.
- Provide additional administrative support to SLT as needed.

11. Reception & Front-of-House Duties

- Answer telephone calls, respond to enquiries, and direct queries appropriately.
- Greet visitors professionally, ensuring safeguarding procedures are followed.
- Support the smooth running of reception, providing a welcoming and efficient front-of-house service.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

(Post Holder)

Name	
Signature	
Date	



Person Specification – HR And Administrative Officer

	Essential Criteria	Desirable Criteria	Evidence
Qualifications:	CIPD Level 3 or equivalent	CIPD Level 5 or equivalent (or working towards)	Application form
Education:	GCSE English & Maths (Grade 4/C or above or equivalent)		Application form
Experience:	Previous administrative experience (essential)	<p>Experience working in a school or education setting (desirable)</p> <p>Experience supporting HR processes such as recruitment, absence, or casework (desirable)</p>	Application form and interview
Skills and ability:	<p>Strong organisational and administrative skills</p> <p>Good understanding of HR processes and confidentiality requirements</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to manage multiple priorities in a fast-paced environment</p>	Knowledge of safer recruitment practices (desirable)	Application form and interview

