

LONDON BOROUGH OF BROMLEY
Human Resources (HR) Officer

Job Description



Grade: BR7

Department: Riverside School

Reports to: HR Manager

Main purpose of the job

You will be a critical member of the HR team, supporting the daily operation of HR services in the school. You'll work with the team to provide a brilliant HR service, supporting the HR Manager with employee relations, and continuously improve our approach, ultimately having a really positive impact on the specialist service provision we provide to pupils, their families and the community.

You will be a first point of contact for general HR queries and provide support to our leadership team and employees across the school. You will be responsible for ensuring that the service provided is professional and efficient in line with the school's core values and objectives. You will need to contribute to and drive forward the success of a people-focussed HR service that will require you to have confidence and build trust with all stakeholders whilst maintaining integrity, confidentiality and managing expectations.

Key contacts

The post holder works closely with and reports to the HR Manager.

The post holder will work as a trusted member of the HR Team and work closely with the Personnel Officer.

The post holder as appropriate to the grade, will provide support, guidance and advice to the wider leadership team on standard and generic day-to-day work requirements and with all other school staff for information exchange as and when required.

HR Systems, Data and People Management

- Support where appropriate and when delegated lead on aspects of the operational day-to-day HR service provision working collaboratively with the Personnel Officer and HR Manager.
- Maintain the HR Information System (HRIS) to ensure that all electronic employee records are accurate, up to date and meet Ofsted standards. This will include responsibility for data entry, regular and adhoc reporting and returns, and data cleansing.
- To support with the digitalisation and continuous improvement of the service.
- To support the HR manager with employee relations matters, by providing first line advice to staff and the leadership team. Escalate issues as required or seek further advice from the HR manager.
- Organise and support HR meetings and panels as required, always seeking to reach a resolution at the earliest opportunity and in the best way possible for both the organisation and for our workforce.
- Produce a range of HR letters and correspondence, using standard templates.
- Undertake administrative tasks as require to keep HR documentation up to date and compliant. Ensure all documents are held in line with the Riversides data protection regulations and retention requirements.
- Support the HR Manager and Senior Leadership Team with co-ordinating the annual appraisal process, ensuring that leaders complete appraisal meetings and associated appraisal records effectively and time efficiently.

Absence Management

- Support with absence management, following process and in line with school policies and procedures.
- Lead on the day-to-day processing of the absence reporting, ensuring that absence information is accurate on the HRIS.
- Monitor absence triggers and ensure that the informal stages of the absence management process are completed and reflected within the HRIS.

- Track, identify and report to the HR Manager when cases of sickness absence progress into the formal stages of the absence management process.
- To support the HR Manager with the administration and organisation of formal sickness absence review meetings.
- To provide the HR Manager with regular reports, analysis and statistics on absence and to work closely with the Personnel Officer to produce periodic staff absence reports from the HRIS.
- Attending HR related meetings to take accurate minutes as required.
- Manage referrals to Occupational Health and provide staff with support and guidance on the Occupational Health process.
- Assist in the coordination of any reasonable adjustments as recommended by Occupational Health and/or as identified by the school as appropriate.
- Maintain the schools Maternity register and support with the organisation of Maternity risk assessments as appropriate.
- To submit staff absence insurance claims and maintain an up-to-date list of staff on the portal.

Statutory and Legislative Requirements

- Under the guidance of the school's HR Manager, to be responsible for completing the annual school workforce census including the collating and validation of staff details.
- To support the HR Manager to ensure that statutory and regulatory requirements are met through the day-to-day activities conducted within the HR function e.g., compliance and audit, employment, equality, health and safety.
- To keep up to date with changes in HR legislation, guidance and good practice.
- To ensure that GDPR principles are applied in all areas of HR related work.

Training and Development

- Co-ordinate and prepare new staff inductions and any associated activities as instructed by the HR Manager.
- Ensure a meaningful and robust induction and probation process is in place for all new starters.
- To work with the Personnel Officer to monitor probation periods for support staff and ensure that the probation process is managed effectively.
- Ensure that Line Managers are advised of the probation process for support staff.
- Registering all staff on the schools training platform (National College) and ensuring staff are assigned the correct annual training requirements (e-modules and policy reads).
- To ensure that the training platform is representative of the schools mandatory training and policy reading requirements inclusive of annual and adhoc updates.
- Support the arrangement of independent CPD training for staff, ensuring that completed training is logged securely and recorded on the training platform.
- To provide guidance and support to Leadership on the performance management process for teaching and support staff.
- To support the HR Manager with the delivery of inhouse training.

General

- To support the HR Manager with risk assessments for staff requiring additional support due to injury or other health related concerns.
- To support the administration of accident reporting for staff.
- To keep an electronic log of all disciplinary proceedings, grievances, capability proceedings, whistleblowing claims and prepared anonymised summary reports for Governors and SLT.
- Any other duties as assigned by the HR Manager e.g., recruitment, onboarding,
- Minuting as / when needed
- In conjunction with the Personnel Officer support with the management, monitoring and maintenance of the HR Mailboxes, including responding to general queries and sending general updates to all staff i.e., health and safety, training, EDI, GDPR, Sickness Reporting, pay etc.
- To attend conferences, webinars and other training opportunities as deemed appropriate to keep abreast of HR knowledge required to carry out this role.
- Maintain personal and professional development to meet the changing demands of the role.

- Undertake such other reasonable associated duties, training and/or hours of work as maybe reasonably required and which are consistent with the general level of responsibility of the role.
- To research and maintain relevant knowledge as an HR Professional that can support school service and operation delivery.
- Any other duties commensurate with the grade in line with school requirements.

School Expectations

- To share the school's commitment to the safeguarding and promotion of the welfare of children and young people.
- Be aware of and comply with all school policies and procedures reporting all concerns to an appropriate person.
- Be aware of EDI, support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Value and support the role of other professionals fostering collaboration and cohesive working practices
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal, professional and service performance.

Safeguarding

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The postholder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of their work.

Equal Opportunities

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside School community with dignity and respect at all times.

Health and Safety

All staff are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work and including such information, training instruction and supervision as necessary to accomplish those goals.

General notes

- Riverside school operates across four sites within the South East (St Pauls Cray, Bromley, West Wickham and Beckenham) and has an extended services provision (Lighthouse Club), the HR office base is located at the Orpington (SPC) site however the successful candidate will be required to frequent all sites as part of their role.
- Job descriptions are subject to review in light of the changing needs of the school.
- This JDPS is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder. The post holder will be expected to carry out such other reasonable duties commensurate of the role and in support of the HR Function and its service delivery.
- It is always open to the post-holder to propose ways of extending these responsibilities if appropriate and reasonable.

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Experience (Essential/Desirable)

- Previous experience of providing HR support to managers and other stakeholders. (Essential)
- Experience of managing challenging conversations. (Desirable)
- Experience of planning and co-ordinating meetings in a time pressured environment. (Essential)

Qualifications / Training (Essential/Desirable)

- Educated to GCSE or equivalent level including at least a C grade in English and Mathematics. (Essential)
- Educated to degree level or equivalent. (Desirable)
- CIPD qualified (Level 3) or hold relevant experience in an equivalent HR role and be willing to work towards. (Essential)

Knowledge / Skills (Essential/Desirable)

- Knowledge and understanding of HR processes and procedures. (Essential)
- Strong ICT skills including Microsoft Office software (Word, Excel, PowerPoint). (Essential)
- Ability to analyse HR data to produce metrics and analytics. (Essential)
- Excellent communication skills both written and oral. (Essential)
- High level of organisational skills, accurate attention to detail and ability to prioritise. (Essential)
- Ability to build relationships with all staff at various levels within the organisation. (Essential)
- Knowledge of Keeping Children Safe in Education (KCSIE) and Safer Recruitment. (Desirable)
- Ability to work autonomously and collaboratively as part of a team. (Essential)
- Ability to work under pressure, at a pace and meet deadlines containing composure while maintaining a high quality and standard of work. (Essential)
- A change advocate. (Desirable)