

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Human Resources Officer
Reports To:	Business Manager
Main Purpose of Job:	
Lead and develop the Human Resources team functions, to provide specialist HR skills and knowledge for the operational HR activities within college.	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • Manage the workloads of the HR Assistant. • Manage the College's sickness absence system and raise absence management concerns to the Business Manager. • Respond to any emergency absence during the school day and assign lesson cover where appropriate, in line with the school cover procedures. • Lead the recruitment process for the College • Manage and maintain the college Single Central Record ensure the department is Ofsted inspection ready and meets statutory requirements • Be responsible for the Colleges Personnel systems, ensuring both computerized and paper are secure and accurately maintained and comply with data protection legislation. • Advise Line Managers on HR matters and raise any concerns with Business Manager • Advise on staff health and wellbeing, provide support and guidance on staff welfare • Undertake and lead specific projects under the direction of the Business Manager. These may require research, planning and may relate to the wider business of the functions • Support Business Manager and Principal in investigations including but not limited to misconduct, performance, sickness, capability, and grievances. • Work with the Business Manager to ensure support staff development needs are identified and appropriate training or support programs are designed to meet such needs • Provide occasional cover for the Senior Lesson Supervisor (during times of absence). This includes processing early morning absences and coordinating lesson cover. This requires an early start time, Time in Lieu (TIL) can be claimed. • Carry out break duties when required • Undertakes any other duties relevant to the grade to reflect the changing needs of the College 	
Facts and Figures:	
<ul style="list-style-type: none"> • Line management of HR Assistant. • The college has approximately 150 staff. • The College is a large Secondary School with approximately 1300 students (13-18 years) 	
SUPPORTING PROCESSES	

Problem Solving and Creativity:	
<ul style="list-style-type: none"> Highly organised. Dealing with tight deadlines, reacting to a variety of requests and queries and frequent interruptions to work which may result in changing priorities Excellent communication skills are required to carry out this role effectively 	
Decision Making:	
<ul style="list-style-type: none"> Leads and makes recommendations on decisions relating to HR matters The post holder will make day to day decisions based on staffing capacity Carry out appraisals and monitor appraisal targets for those who they line manage 	
Physical Effort and Working Conditions	
<ul style="list-style-type: none"> Works within normal school environment with frequent use of IT Works in an office environment with refreshment facilities available nearby 	
Contacts and Relationships:	
<ul style="list-style-type: none"> Daily contact with staff via email, telephone or in person. Liaise with Somerset County HR & Payroll on HR related matters Attend regular meetings with Business Manager and Assistant Principal 	
<p><i>Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer</i></p>	
Additional Information:	
<ul style="list-style-type: none"> You will be expected to undertake any other duties as directed by your line manager that falls within this grade. The postholder will deputise for the Business Manager in their absence relating to personnel issues and general business support issues A middle management role 	
Knowledge, Skills, Training and Experience:	
<ul style="list-style-type: none"> Personal attributes to include excellent communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful, and confidential Appropriate IT skills including Microsoft office and proficient use of SIMS (training can be provided). The post holder will hold a recognised HR qualification or equivalent experience and be committed to continued professional development 	
<p>Agreed that the Job Description is a fair and accurate statement of the requirements of the job:</p>	
Job Holder:	Date:
Line Manager:	Date: