**Job Description**

**HR & Recruitment Officer**

Responsible to:  **Human Resources Manager**

Job purpose: To co-ordinate and administer the College’s HR and recruitment processes; and to provide general administrative support to the HR Manager.

**Key Duties:**

**Professional Responsibilities:**

1. Co-ordinate and administer the College’s recruitment and on-boarding processes, including:

* Prepare job descriptions, person specifications and candidate packs
* Research and organise most appropriate methods of advertising
* Co-ordinate shortlisting arrangements and interview schedules, tasks and questions; and assist in selection process if required (e.g. carry out interviews or tasks)
* Carry out appropriate vetting and recruitment checks for all staff and volunteers, in line with policy and legislation and ensure these are accurately recorded on the safeguarding register
* Prepare and issue contractual documents and letters, including new starter packs
* Co-ordinate induction arrangements and assist with the delivery of the HR induction.

1. Carry out administrative and support tasks relating to general HR processes, including:

* Prepare documents relating to contract changes and leavers
* Administer and track processes relating to probation, staff appraisal, lesson observation and staff absence
* Co-ordinate and record staff training events
* Carry out and record renewals of vetting checks
* Maintain appropriate manual and computerised employee records, ensuring data protection compliance, and providing reports as required.

1. Provide general support to HR Manager (and to his/her role as Clerk to the Corporation), including assisting with:

* Preparation and distribution of governors’ papers
* H&S administration and reporting
* Note-taking at meetings
* Basic advice to staff and manager on HR procedures (e.g. absence, special leave procedures)
* Carrying out research on HR policies and practice
* Provision of cover for HR Manager and attending meetings in his/her absence.

**Quality:**

* Participate in professional development reviews and staff development activities
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.**Updated: March 2018*