



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Human Resources Officer
Salary Scale:	Salary: PO2, 35 – 38 (£32,628 - £35,268) pro rata
Working Hours:	36 hours per week Hours: Monday – Thursday, 8.30am – 4.45pm; Friday 8.30am – 4.30pm Term Time plus four weeks
Purpose:	<ul style="list-style-type: none"> • All matters relating to Human Resources and Human Resource management in the organisation. • Responsible for the day to day management and effective operation of the Human Resource function within the school. • To provide guidance, advice and support to the Headteacher, Governors, Senior Leadership Team and Line Managers on all Human Resource issues in line with policy, and employment legislation. • To provide an effective Human Resource service to approx 130 staff (teaching and non teaching) employed by the School. • Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the <i>Every Child Matters Agenda, Child Protection Procedures and Safer Recruitment</i>.
Reporting to:	Headteacher
Disclosure level	Enhanced

SPECIFIC DUTIES

HUMAN RESOURCE	<ul style="list-style-type: none"> • Management of the Human Resource function in line with the School's objectives in order to contribute to and enhance the School Development Plan. • Being the focal point for first line advice guidance and support on Employee relations issues such as grievance, disciplinary, capability and absence management. • Provide guidance, advice and support to line managers on staff related issues and assisting in problem solving and conflict resolution. • Provide accurate advice and guidance to the Headteacher and SLT on all Human Resource issues including the provision of employment law advice on potentially contentious matters.
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	<ul style="list-style-type: none"> • Identify and advise Headteacher and SLT of any risks when advising on Human Resource policy. • Provide advice and guidance to all staff on Human Resource issues including conditions of service. • Ensuring the fair and consistent application of Human Resource policies and procedures within the School. • Promote and uphold equality of opportunity within the organisation. • Contribute to maintaining and improving employee relations within the School. • Design, implement and conduct continuous assessment and evaluation of Human Resource policies and procedures within the School in line with current legislation and guidance from Human Resource Provider and Legal Team. Identify new areas where policy/procedure formulation would benefit the School. • Be responsible for writing and reviewing Human Resource policies and procedures within the school and producing draft documents for approval by the Governing Body and the SLT. • Co-ordinate staff consultation processes/meetings with regard to Human Resource issues. • Co-ordinate and manage all recruitment activities within the School including the update and development of job descriptions, & person specifications, preparation and placing of recruitment advertisements, assist with short listing, organisation and attendance of selection interviews, making offers of employment and undertaking all the relevant pre-employment checks and processing work permit applications when required. Acting as a panel member may be required to select the most appropriate candidates for posts in the School, • Negotiate advertising and recruitment agency fees/costs to ensure costs are kept to a minimum. • Build and maintain relationships with supply agencies to ensure good quality supply staff are employed and keep a record of preferred supply agencies. Ensure that the Staff Cover Coordinator is aware of the preferred supply agencies to utilise on a daily basis and inform the Staff Cover Coordinator of any changes to preferred supply agencies. • Develop, oversee and co-ordinate the Non Teaching staff induction and support programme. • Work with the School's Human Resource Provider to ensure the accuracy and prompt issue of contracts of employment. • Produce exit interview paperwork for line managers to undertake with staff leaving their department. • Manage the School's sickness absence reporting procedures by monitoring sickness absence ensuring that the management of attendance processes are followed by line managers in order to keep sickness absence levels within the
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school to a minimum. Liaise with the Cover Supervisor to ensure staff have been correctly entered in accordance to those that have reported absence. Arrange for referrals to Occupational Health and to Counselling as appropriate. Conduct home visits to staff on long term sickness with or without their Line Manager. Provide Governing Body's Personnel Committee with reports as appropriate (termly).

- Maintain contact with absent staff, liaising with Subject Leaders and SLT.
- Advise on, manage and oversee the disciplinary, grievance, capability and appeals procedures within the school attending hearings when required and ensuring that documentation is accurately completed. Liaison with Trade Unions and the School's HR Provider where necessary.
- Establish and maintain good working relationships with SLT, managers, employees, governors, trade unions, schools HR Provider, Legal Team and external agencies.
- Work with the Headteacher and Business Manager to ensure that all staff are paid correctly and on time by communicating all staffing appointments, amendments and conditions of service to the Schools Payroll provider for processing.
- Attend and contribute to the Governing Body's Personnel Committee meetings (termly), providing any information required as requested by the Governing Body, Headteacher or Business Manager.
- Produce a yearly Human Resource Report for the Governing Body each Autumn term which will also include CPD, Action Research and Teaching and Learning (Lesson Observation comparison), liaising with the relevant individuals to ensure the report is ready for Governors Personnel Committee each Autumn.
- Manage and maintain the School's Human Resource records, both computerised and paper based maintaining confidentiality and compliance with data protection legislation at all times.
- Ensure new staff are set up on the Schools Management Information System (SIMS) and their details sent to the School's Payroll Provider and Contracts Team in a timely manner. Liaise with the IT Department to create access details (logins, emails etc) and the Assistant Headteacher responsible for the timetable for teaching staff so that staff are coded correctly and their timetables are produced.
- Where new staff are NQTs or NQTs +1, liaise with the relevant SLT Member in charge of Whole School NQT, ITT and Teaching Schools, so that they can process the necessary documentation with the Local Authority.
- Liaise with the SLT Member in charge of Whole School NQT, ITT and Teaching Schools to ensure that PGCE, SCITT and School Experience/Visits students have completed the necessary documentation and arrive on their first day with their current enhanced DBS and photographic proof of identification.
- Manage and maintain the School's central database of DBS (Single Central Record), identity and qualification checks in accordance with the DfE and NCTL guidelines.

	<ul style="list-style-type: none"> • Ensure all individuals are accurately recorded on the School's central database of DBS (Single Central Record). This will include Staff, Governors, SPA, Peripatetic Teachers, Contractors, Regular Volunteers, Student Teachers and Agency Staff working for the School for an extended period of time. • Manage all school Human Resource administration processes and input Human Resource information on computer system. • At the beginning of each Academic Year, download Staff Data Collection Sheet from SIMS and ensure this is given confidentially in envelopes to staff for each individual to check and sign that the data the school holds is accurate. Liaise with the PA to the Headteacher to ensure a notice regarding Staff Data Collection Sheets is placed in the Staff Bulletin. • Complete statutory and other returns requiring data on Human Resource e.g. staffing section of the annual school census each Autumn (School Workforce Census – SWC). Ensure updates/courses delivered by Cygnet IT Services are booked and attended each September/October so that School Workforce Census return October/November is completed in time and is accurate (normally the return is taken on the first Thursday of each November, but the date needs to be checked each year). • Work closely with the Business Manager to check monthly payroll information in conjunction with staffing list and the School's central database of DBS (Single Central Record).
HEADTEACHER (IN THE PA'S ABSENCE)	<ul style="list-style-type: none"> • To be the initial, confidential point of contact for the Headteacher either on the telephone or in person. • To act as a link between staff and Headteacher. • To provide secretarial and administrative support including drafting general correspondence on behalf of the Headteacher, typing reports, school policies, mail merges, press releases, e-mails, with speed and efficiency.
SUPPORT FOR THE SCHOOL	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend and participate in regular meetings. • Respect confidentiality at all times. • To carry out any such comparable duties as may be required by the school. • A flexible attitude to all duties is required. • To be part of the Well-being Strategic Working Group. • To be part of the GDPR Strategic Working Group.

CONTINUOUS PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school. • Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available. • Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice. • To attend relevant training and development courses as required and identified during performance appraisals.
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Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: