Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

9th October 2018

Dear Applicant,

Re: HR Officer

Thank you for your interest in the above post. The Governors are seeking to appoint a HR Officer.

Enclosed with this letter are the following:

Background information about West Bridgford School
Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 9am Monday 22nd October 2018.
Interviews are to be held on Friday the 26th October 2018.

Yours sincerely,

HR Department

The West Bridgford School

The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1593, including 349 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.

The West Bridgford School

Loughborough Road, West Bridgford,
Nottingham, NG2 7FA
Principal: Mr R McDonough
Tel: 0115 9744488 Fax: 0115 9744489
Email: vacancies@wbs.school

Secondary roll: 1647 including 373 in the sixth form

Part of the East Midlands Education Trust

East Midlands Education Trust

HR Officer

Scale 6 Points 26 to 28, £23,866 to £25,463

The West Bridgford School is seeking to appoint a suitably experienced HR Officer. This is a full time position, with working hours of 8.00am to 4.00pm (3:30pm on a Friday) including 30 minutes for lunch, 37 hours per week. The successful candidate will be able to work as part of a team, cope well under pressure, and use their initiative to prioritise work.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 9am Monday 22nd October 2018

Interviews to be held on Friday the 26th October 2018

JOB DESCRIPTION
HR Officer

Grade:	Scale 6 (points 26-28)
Salary:	£23,866 - £25,463
Responsible to:	Estates Director & Business Services Manager
Responsible for	Cover Administrator/ HR Assistant
Hours of work:	8:00am – 4:00pm (3:30pm Fridays) with half an hour lunch
Holidays:	24 days + statutory bank holidays – Please note that the annual leave allocation for this post is to be used within the school holiday period.
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

1. Deal with general day-to-day HR queries and issues
2. Maintain the schools Single Central Register in accordance with the publication Keeping Children Safe in Education.
3. Prepare and send invitations to Safeguarding training events to all new staff and those who are due to attend an up-date course. Chase up those staff who have not responded.
4. Advise Department Heads on the safeguarding requirements when they are considering bringing in volunteers/work placement students within their departments.
5. Provide relevant, timely HR data to the EMET HR Director in order to meet legislative deadlines and Trust strategic priorities.
6. Prepare the Annual School Workforce Census return, including data cleansing, updating salary scales and other updates as required by DfE for the successful completion of the census.
7. Maintain individual staff information both within the individual personnel files and on the SIMs database and other relevant systems.
8. Induct new Associate Staff.
9. Administration associated with the monitoring of staff absences. This includes:
    a. record absences on SIMs;
    b. monitor staff absences in accordance with the staff absence policy,
    c. identify when staff absences have hit pre-determined triggers
    d. prepare monitoring forms and supporting information for Return to Work interviews to be carried out by line managers.
    e. produce regular and ad-hoc reports for the Governors and Principal regarding staff absences.
    f. maintain up to date Bradford Factor information for all staff
    g. advise the Principal on personal absence requests by providing information to enable a quicker decision making process.

10. Advise SMT on the process of Absence Review Meetings in line with the Managing Attendance Policy; constructing letters for employees, taking and issuing meeting minutes within the designated time frames, and arranging Occupational Health appointments.
11. Advise SMT on the initial process for any disciplinary, capability, grievance, harassment or redundancy issues in school.
12. Provide the Finance Team with staffing information for budgeting purposes, as required.
13. Work with the Finance Team to resolve payroll issues and ensure that staff are paid correctly in line with contract amendments etc.
14. Administration of elements of the recruitment process, including:
    a. Revision of Job Descriptions and compilation of Adverts in conjunction with SMT
    b. Ensuring Associate Staff job descriptions are job evaluated prior to advertising
    c. Advising Heads of Departments and SMT on the recruitment process
    d. Read shortlisted applications and prepare a list of items for further evaluation by the interview panel (for example gaps in career history, unacceptable referees, forms submitted by e-mail which need signing)
    e. Ensure the recruitment process is completed in accordance with the safer recruitment policy and 'Keeping Children Safe in Education'.
15. Compilation of offer letters, contracts, contract amendment letters etc. for both new and existing members of staff.
16. Monitor attendance of those staff who use the clocking in machine and provide information to the relevant line managers.
17. Liaise with agencies regarding the recruitment of temporary Associate Staff, including ensuring compliance with Keeping Children Safe in Education.
18. Administration of monthly staffing returns to the school's payroll provider. This includes checking and approving the additions and deductions forms, joint absence report, new starters, leavers and change in circumstances forms.
19. Providing administrative support to the Principal with regard to Upper Pay Scale decisions, including provision of a list of those Teachers eligible for Upper Pay Scale Progression.
20. Undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

1. Assist and provide support to the EMET HR Director.
2. To support other team members, as required by Management.
3. In the absence of other members of staff provide backup as directed by Management.
4. Have a detailed knowledge of the computer systems applicable to HR systems.
5. Be on the first aid rota and provide first aid assistance to staff, students and visitors as required. (Training will be given).
6. Provision of admin support and advice to the Principal and Senior Management Team on HR issues.
7. Contribute to keeping the shared kitchen area tidy.

PERSON SPECIFICATION
HR Officer

Qualifications/training	
GCSEs including Maths and English Grade C or above	Essential
HR training	Essential
CIPD qualification (level 3 or above) or equivalent	Desirable
First Aid at work	Desirable

Experience	
Experience of working within an HR administration role (including recruitment, contracts, absence monitoring and payroll)	Essential
Experience of working with HR IT systems (ideally SIMS)	Essential

Skills	
Ability to develop and maintain effective and efficient HR administration systems	Essential
Good standard of word and data processing	Essential
Good working knowledge of Microsoft Office	Essential
Attention to detail	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Ability to maintain confidentiality	Essential

Qualities	
Ability to work with accuracy under pressure	Essential
Well organised	Essential
Reliable	Essential
Approachable	Essential
Flexible	Essential
Suitable for work with children	Essential