

Job Profile - Human Resources Officer / Educational Visits Co-ordinator

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

Service conditions: Surrey Pay SN6
Salary Range: £21,563 - £25,313; Pro rata Actual Salary: £19,795 - £23,238
Hours per week: 36
Weeks per year: 42

This profile recognises the demands of the current Pay and Conditions regulations.

JOB TITLE: Human Resources Officer / Educational Visits Co-ordinator

JOB PURPOSE: To support all aspects of the operational HR management of the school and be involved with all day-to-day aspects of Educational Visits

ACCOUNTABLE TO: School Business Manager

Human Resources Officer:

To provide a comprehensive HR service to all staff within school

Key Tasks:

- To support the Business Manager in the delivery of an operational HR service to all staff.
- To maintain appropriate HR systems for capture and management of recruitment, employee, volunteer, governor, self-employed, contractors and other HR data.
- To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.
- To assist in delivering an end to end recruitment process including liaising with line managers, setting up vacancies, preparing adverts, job descriptions and person specifications, scheduling interviews, liaising with candidates, producing offer letters and employment contracts.
- To administer the recruitment checking process for employees, volunteers, self-employed, agency staff, i.e. DBS checks, references, overseas checks, medical forms etc.
- To administer activities associated with new joiners, leavers, and changes to employment status, (including any role or hour changes, monitoring of contracts/probation/salary changes/5 years' service), drafting letters of variation accordingly, and advising payroll, IT and other key internal staff.
- Monitoring Salary updates from Surrey for Teachers and Support Staff together with the Business Manager and updating SIMS accordingly. Communicating any salary changes to Headteacher and Head's PA.
- To support the Business Manager in planning inductions, updating the Staff Handbook, probationary reviews, performance reviews and exit interviews.
- To help monitor sickness absence updating the relevant systems and providing reports as required
- Archiving Leavers files for those who have left more than 1 year ago

- Complete Work Force Census annually
- Complete Leaver's Tick List
- Refer to Babcock4S website for updates and guidance

Educational Visits Co-ordinator:

To lead and manage the co-ordination of all Educational visits, support activities such as Challenge Week

Key Tasks:

- Undertake training as required in order to facilitate and co-ordinate the delivery of Educational visits
- Liaise with staff in the planning and delivery of Educational visits, offering advice and support where necessary
- Ensuring that all school procedures are reviewed regularly and updated as appropriate
- Oversee the administration of trip paperwork, ensuring trip leads are aware of their responsibilities and complete risk assessments
- Ensure the Local Authority have details of all trips in a timely fashion, via the Evolve system
- Ensure the school complies with the Health and Safety standards regarding the wellbeing of staff and students
- Support the Headteacher with approval of visits and other decisions
- Help train staff on site as required e.g. Explaining and ensuring staff adhere to the Educational visit procedure
- Research, plan and cost Challenge Week activities where appropriate
- Facilitate the delivery of visits to school by foreign students e.g. Spanish exchange, Taiwan exchange
- Co-ordinate school Minibus termly: Emailing parents of current Minibus students each term, confirming usage and invoicing appropriately (together with Finance Officer), promoting usage for any empty spaces, liaising with Minibus drivers and Student Services regarding any updates (bus stop changes etc.), organising waiting lists and registers of interest for new intake.
- To display flexibility and take on additional tasks as required by the Business Manager

Health and Safety: Compliance with all health and safety procedures. Taking reasonable care for personal health and safety and safety of that of others.

General Conditions: This job profile includes the principal responsibilities of the post. However, the post will evolve. The post holder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.