



## **HR OFFICER WITH COMPLIANCE**

**SALARY: CIRCA £25,000  
PER ANNUM**

**PERMANENT, FULL TIME**

**TO START: JUNE 2018**



## HR OFFICER

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

This an exciting opportunity to join our team. We are looking for a HR Officer to be responsible for all day-to-day HR administration working closely with the Head Teacher & Director of Finance & Operations. The ideal candidate will have previous experience in a similar role, a good knowledge of employment law, excellent IT and communication skills and be able to prioritise a busy and varied workload.

Experience in a school setting is highly desirable. A professional qualification would be an advantage as would experience of updating and implementing HR policies and procedures.

If you believe you have the skills and commitment to make a difference, then please apply. Details of the post and an application form are available on the school website: [www.stmichaels.kent.sch.uk](http://www.stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 22<sup>nd</sup> May 2018

**INTERVIEW DATE:** Wednesday 30<sup>th</sup> or Thursday 31<sup>st</sup> May 2018

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*



## JOB DESCRIPTION

REPORTING TO: Head Teacher & Director of Finance and Operations (DFO)

Hours: Full time

Salary: According to experience circa £25,000 pa

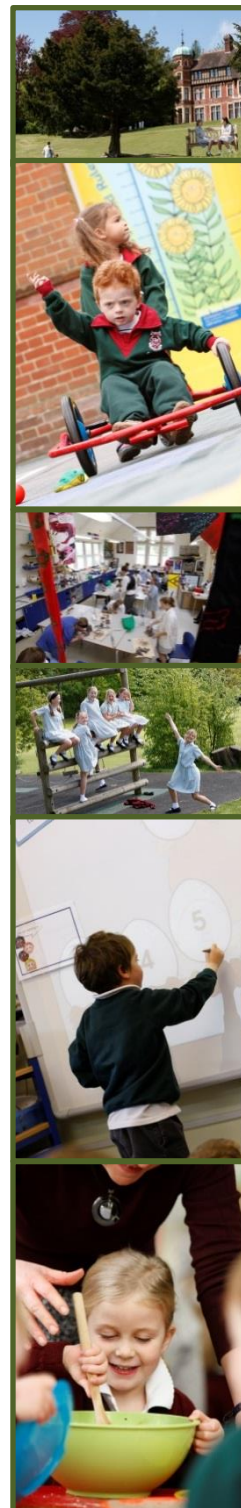
### PURPOSE OF JOB:

To provide a first class HR advisory and administration service to St Michael's Staff and be responsible for all HR processes and procedures throughout the School including recruitment, induction, employee relations, training, performance development and absence management. The successful candidate will be able to establish priorities, work independently and without direct supervision on all routine matters. They would ensure we are fully compliant with Safer Recruitment best practice and that the Single Central Register (SCR) is fully accurate and up-to-date. He/she will have the ability to advise the Head and/or DFO on any employment legislation up-dates, HR processes or staffing matters.

### RESPONSIBILITIES

#### Compliance

- To manage and maintain the Single Central Register (SCR) ensuring it is fully compliant with ISI regulations and current legislation.
- To be responsible for all aspects of DBS Disclosures and background checks, ensuring immediate submissions, tracking and notifying the Head Teacher when obtained.
- To obtain written references in a timely manner and monitor the prompt return of all references.
- To produce and send contracts and terms and conditions for new employees for review and signature, making recommendations for any changes in legislation as appropriate.
- To maintain staff records on the SIMS database ensuring it is accurate and fully up-to-date including joiners and leavers, absence and training, producing reports as requested.
- To maintain joiners and leavers lists, liaising with payroll.
- To maintain up-to-date training records for all staff, ensuring staff have received relevant training (safeguarding, Prevent, first aid, manual handling etc.) and that it is renewed before expiry.
- To liaise with the Head, DFO and Line Managers about any changes required for Job Descriptions, contracts and terms and conditions ensuring compliance with current legislation.
- To conduct compliance audits to prepare for Inspection.



### **Recruitment & Induction**

- To be responsible for the administration for new employees, including liaising with relevant Line Manager to ensure full induction of new staff, issuing them with relevant starter information including staff and employments handbooks and ensuring all documentation is on their personnel file.
- To administer recruitment processes, including drafting and placing advertisements, dealing with telephone enquiries from prospective applicants, organising and scheduling interviews, including arranging lesson observations and tours.
- To maintain a recruitment spreadsheet of applications, and prepare a file for shortlisting panel.
- To meet and assist with the induction of new support staff as required.
- To assist the DFO in administration of Support Staff & Teachers Pension Schemes.

### **Performance Development**

- To keep track of the progress of the Performance Development process, ensuring it keeps to the planned timetabled cycle.

### **Absence Management**

- Monitoring staff absence and triggering appropriate action using the Bradford Factor, offering assistance and advice to Line Managers.
- To be responsible for the smooth administration of medical and occupational health appointments, ensuring all the necessary information is provided and requested.
- To administer maternity / paternity leave and liaise with payroll.

### **Reporting & Analysis**

- To provide HR reports as required by the Staffing and Remuneration Committee of the Governing Body.
- To produce relevant reports for Head, DFO and Governors as required.

### **Other Duties include:**

- Keeping the staff personnel files up to date.
- Attendance and taking Minutes at disciplinary/grievance meetings including home visits
- Re-issuing Staff Handbook to all staff when amendments have been made.
- Producing letters advising annual salary increases and other ad hoc admin.
- Monitoring and administration of probationary periods, liaising with the relevant Line Manager regarding employment or extending probationary period if necessary.
- In conjunction with the DFO to be available to all staff for confidential consultation recommending appropriate action.
- Monitoring annual leave entitlement liaising with Line Managers as required.
- Update relevant policies in response to changes in law and regulations.
- Conducting exit interviews with all staff.

## PERSON SPECIFICATION

### Qualifications and Experience

- Committed to the aims and ethos of St Michael's Prep School
- CIPD qualification an advantage, relevant HR experience essential
- Experience of SIMS is highly desirable
- Training in safe recruitment practice would be beneficial as would experience of working in an educational environment
- Technical skills and experience in the advanced use of Microsoft Office applications (Outlook, Word, Excel, Publisher & Power Point) for document production to high standard
- The successful candidate should be conversant with GDPR.
- A knowledge of payroll would be useful

### Personal Attributes

- Self-motivated and able to use initiative to forward plan in order to meet deadlines
- Ability to maintain confidentiality with sensitive and confidential information
- Highly-developed organisational and multi-tasking skills
- Excellent written and verbal communication skills and high standards of grammar
- Attention to detail, accuracy, and great time management
- Strong interpersonal skills with the ability to demonstrate a confident and effective rapport with all staff, being assertive where necessary
- Sound judgment and problem-solving capabilities

### **TRAINING:**

The HR Advisor may be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the DFO) will be borne by the School.

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

*We welcome applications regardless of age, gender, sexual orientation, disability, ethnicity or religion.  
Your current or last employer will be asked for a reference and will be contacted prior to interview.  
Verification of right to work, and qualifications will be required at interview.*

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate

Our staff need to have:

- a warm and encouraging manner
- experience of assessment
- energy
- commitment
- patience
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would organise)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour