

JOB DESCRIPTION: HR & COMPLIANCE OFFICER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To be responsible for ensuring the way in which the School recruits, manages and supports staff in accordance with best practice in employment and data protection.
Responsible to:	The Bursar
Responsible for:	N/A
Hours of work:	Monday to Friday, 0815-1715, including lunch 85% of Full-time, comprised of: <ul style="list-style-type: none">• School Term time only (which varies but is approximately 33 weeks a year) to include working days prior to the return of pupils (commonly known as InSeT days)• plus 25 days annually during School Holiday time scheduled as work requires
Annual Leave:	28 days' <i>pro rata</i> (including statutory public holidays for England and Wales <i>pro rata</i>) to be taken during School Holidays.
Salary:	Full-time equivalent of £28,000-£31,500 <i>pro rata</i> (equates to £23,800-£26,775) dependent on experience.
Pension:	Auto-enrolment by the School in the <i>School Stakeholder Scheme</i> .
Commencement Date:	September 2018, or shortly thereafter.
Notice Period:	Three months.

Overview

HR Officer

To be responsible for ensuring that the way in which the School recruits, manages and supports staff is in accordance with best practice in employment and data protection. The list of responsibilities is not exhaustive as the post holder will need to work flexibly within the organisation, also ensuring that the School's approach to employment matters keeps abreast of current legislation, with the support of the School's employment lawyers.

Compliance Officer

The Compliance Officer will receive and process periodic updates on all aspects of Regulatory Compliance and other legal issues relating to the management of the School, offering summaries to the Headmaster, Bursar and Senior Management Team, and ensuring that appropriate records are maintained by key stakeholders within the School.

Key Tasks

HR Officer

- Oversee the recruitment of staff, ensuring staff are recruited in line with ISI requirements, which includes being responsible for the School's Single Central Register.
- Formation of contracts for teachers and support staff.
- Maintain and manage staff records on the School management information system (the School uses a software solution provided by WCBS) to ensure the provision of accurate information.
- Oversee the induction of new staff and ensure that all recruitment and training matters are completed and in place correctly.
- Oversee the logging of staff absence.
- Schedule training as required to ensure all staff are current in appropriate areas of training, working closely with the Designated Safeguarding Lead to ensure all staff are appropriately trained for safeguarding.
- Work closely with the Finance Manager in relation to staff salaries, pensions, sickness cover *etc.*
- Work closely with the Domestic, Estates and Catering teams to ensure the smooth day-to-day running of the School.
- Be the main point of contact for the School's retained employment lawyers.
- Attend workshops with outside providers (including with School's retained employment lawyers) to remain current with employment law and best practice.
- Support the Bursar and Estates Team Supervisor in Health & Safety matters as they apply to staff.
- Engage specialist help and outside providers, including occupational health and counselling services, to support staff.

Compliance Officer

- Stay up-to-date with current regulations and inform and advise the Headmaster, Bursar, Staff and Governors on all relevant rules and guidelines set by the Government, the Independent Schools Inspectorate and other regulatory bodies as they relate to the management of the School. It is recognised that this will require attendance at relevant training days or conferences.
- Contribute to the School's periodic review of its own policies and procedures to ensure that they are fully compliant with all of the requirements detailed by the Independent Schools Inspectorate and other regulatory bodies.
- Develop procedures and practices to ensure that these requirements are met.
- Spread awareness of key policies, and promote the observation of practices and procedures designed to ensure compliance.
- Ensure that appropriate records are maintained by relevant stakeholders to maintain compliance in all areas including in Data Protection, Safeguarding and Recruitment, and Health & Safety.

- Ensure the School network, portal and website content is in line and up-to-date with current policies.
- Prepare and deliver appropriate InSeT training to staff with regard to compliance. This will normally take place at the beginning of each term, but may be appropriate at other times also.
- Prepare and deliver compliance related reports to the Governors as required.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

Other

- Act as a client-facing member of staff in a publicly prominent position within the School Office.
- Offer assistance to office-based colleagues as demands require.

Knowledge, Skills and Experience Required

Essential

- Good listening skills and the ability to handle matters sensitively and confidentially.
- The ability to interpret legislation and other laid-down procedures and be able to explain the requirements in simple, practical terms to non-specialists.
- Excellent IT skills.
- Ability to communicate effectively, notably with a high standard of written English.
- Educated to a good professional level.
- The ability to think ahead and draw up schedules of review and to follow-up as necessary.
- High level of organisation, both clerically and in terms of thought-processes.
- Willingness to work flexibly, placed centrally within a busy School Office.
- Ability to work under own initiative.
- Ability to work as part of a team with staff and parents.
- Enthusiasm, energy and commitment.
- Understanding of employment law or willingness to train (at School's expense) in the same.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- CIPD or equivalent qualification in HR Management.
- Recent experience of working within a professional HR environment.
- A good understanding of the data protection and GDPR legislation.
- Experience with School management information systems.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.