



Job title:	HR Officer
Reports to:	HR Manager
Responsible For:	Day to Day supervision of HR Assistant
Hours of Work per Week:	40 hours per week (Monday – Friday: 08:00 – 17:00)
Salary:	£23,000 per annum

Job purpose

The HR department is a cohesive department, looking after the HR needs of the Organisation, which encompasses Queen Ethelburga's Collegiate, and the Thorpe Underwood Estate. The main purpose of the role is to support the HR Manager and wider business in relation to HR Issues.

This job description is written at a specific time and is subject to change as the demands of the Organisation and the role develops. The role requires flexibility and adaptability and employees of the Organisation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Duties and responsibilities

- Support the HR Manager with the day to day running of the HR department
- Providing advice and guidance to Managers and staff on routine HR issues
- Support the recruitment process to ensure compliance with Safer Recruitment Legislation. To include placing adverts, reviewing CV's, arranging and conducting interviews, liaising with agencies
- Ensure that all necessary references and checks have been completed.
- Providing post recruitment support to ensure that appropriate documentation and checks have been received and filed as appropriate.
- Helping to Manage External Self-Employed personnel (including Sport & Activities Coaches, Tutors, Work Experience students)
- Ensure that employee information on the HR system is correct and up to date
- Ensure staff files are up to date and in the correct format
- Ensure that the relevant departments are informed of any starters/leavers and that their details are updated on the HR system and Single Central Register
- Ensure Statutory Training is adhered to, including: organising staff, booking rooms and providing registers
- Administrative tasks including filing, photocopying and data entry
- Provide support on new and ongoing HR projects
- Attend and participate in meetings as required
- Carry out any other duties commensurate with the role, as requested by the HR Manager



Benefits

- Free staff gym
- Annual free family summer barbecue
- Annual free black tie Christmas Ball for staff and a guest.
- We enrol all our employees in the Workplace Pension Scheme

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.
