

Post Title	HR Officer
Purpose	To assist the Head of HR and HR Business Partner in providing an efficient Human Resources function at the college including the development, implementation and monitoring of all HR processes. Leading on recruitment and selection as well as supporting the HR Business Partner in providing advice and guidance to staff, the HR Officer plays an integral role in the HR team.
Responsible to	The Principal through the Head of HR and HR Business Partner
Liaising with	All college staff, in particular Senior Management Team (SMT), College Management Team (CMT), teachers, Heads of Hall, Tutors, enabling staff and external contacts.
Remuneration	SFCA Support Staff pay spine points 17-19 (£32,936 - £35,158 per annum, full-time)
Context	
Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The HR team consists of the Head of HR, the HR Business Partner, the HR Officer and the Payroll Manager. The team offers a full HR service providing support and advice to both members of staff and line managers, ensuring that policies are implemented, processes are followed accurately and legislation is adhered to.	

Main Duties and Responsibilities
<p><u>Recruitment and Selection:</u></p> <ul style="list-style-type: none"> To arrange and administer the college’s recruitment and selection process, including liaising with managers and recruitment agencies when temporary staffing is required. To undertake all applicable safer recruitment and pre-employment checks in respect of the recruitment of staff, agency staff, and contractors in line with college policies & Keeping Children Safe in Education. To assist managers in compiling job descriptions and person specifications, as well as advertising positions on the relevant websites/job boards in a timely manner. To ensure candidate references are sought in a timely manner and are available for the interview panel on the interview day where possible, as well as following up on references where additional information is required to confirm the validity of the reference. <p><u>Onboarding:</u></p> <ul style="list-style-type: none"> To complete all new starter processes including issuing offer letters, contracts of employment, liaising with the relevant departments, ensuring all relevant paperwork is completed, and distributing a new starter pack to each new member of staff. To assist with the HR induction of all new staff who start their employment throughout the academic year. Ensuring all new staff have completed the appropriate/relevant training modules using the Ofsted approved ‘Educare’ online training system. <p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> To ensure all appropriate vetting checks are completed for visitors and volunteers when required. To manage the renewal application process for DBS certificates for existing staff To maintain the Single Central Register to ensure compliance with Keeping Children Safe in Education. <p><u>Employee Relations:</u></p> <ul style="list-style-type: none"> To assist the Head of HR and HR Business Partner with employee relation issues including staff disciplinary, capability, grievance, sickness absence management, redundancy, etc. To process all contracts variations and amendments in a timely manner. To provide appropriate advice to employees and managers in relation to various HR matters including the interpretation of HR policy and procedure, in line with best practice and employment law.

- To maintain an up-to-date knowledge of the College Policies and Procedures and SFCA national recommendations on terms and conditions of service.
- To process staff leavers, informing the relevant departments and ensuring all leaver paperwork is completed.

Attendance Management:

- To maintain and monitor the HR information system with regard to sickness absence, annual leave and approved absences, following up on the return of relevant documentation where appropriate. This will include monitoring sickness absence triggers.
- To carry out return to work interviews in line with the Attendance Management policy.

Performance Management:

- To manage the completion of probationary and introductory periods for all new staff, sending reminders to line managers to complete reviews as necessary and escalating any issues to the HR Business Partner.
- To manage the Performance Review process, ensuring that all annual appraisals are completed in the HR information system and analysis carried out as appropriate.

Reporting:

- To assist in the preparation of routine and ad-hoc reports.

General

- To be aware of and comply with all College policies and procedures.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines

Staffing

- To take part in the College's Appraisal Process and undertake staff development where appropriate.
- To ensure that appropriate arrangements for cover are made when absent.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of setting of targets within the department and working towards their achievement.

Marketing and Communication

- To ensure effective communication with students, staff, parents of students and appropriate individuals external to the College.
- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Assessment Method
Experience			
Previous experience of working in an HR generalist role	✓		Application, Interview
Previous experience of working in an educational environment		✓	Application, Interview
Previous experience of working with Cintra IQ or other similar HR Information Systems		✓	Application, interview
Previous experience of handling first stage employee relations issues and addressing HR queries from staff and managers	✓		Application, Interview
Skills and knowledge			
Excellent interpersonal skills, able to communicate and present complicated information to a wide range of audiences	✓		Application, Interview
Excellent attention to detail and ensuring the accuracy of data	✓		Interview, Task
Excellent organisational and administrative skills and the ability to prioritise and multitask	✓		Application, Interview
Knowledge of best practice in human resource management, with an understanding of how to embed this in practice		✓	Application, Interview
An understanding the confidential nature of HR work, using discretion and high professional standards	✓		Interview
A good understanding of employment law		✓	Application, Interview
Knowledge of recent employment law developments relevant to the education sector		✓	Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application
An excellent working knowledge of Microsoft Office, in particular Excel	✓		Application
Qualifications			
Qualified to CIPD Level 3 or above	✓		Application, Interview
Educated to degree level or equivalent, or substantial relevant experience	✓		Application, Interview
Attitude and impact			
Positive and enthusiastic approach	✓		Application, Interview
Sensitive to the emotional aspects of advising staff on HR matters	✓		Interview
A dedication to continuous improvement both in working practices and personal development	✓		Application, Interview
Proactive with a high level of initiative, capable of identifying opportunities and improvements independently	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
A willingness to work flexibly in terms of working patterns to meet emergencies and changing circumstances	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Enhanced DBS Clearance*	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>*this will follow an initial offer of employment</i>			