



HR Officer

Line of responsibility

The HR Officer will be directly responsible to the Operations Manager.

Job purpose

The HR Officer is responsible for:

- At school level leading, with the support of the Trust's HR manager, all aspects of the development and effective operation of the human resources function within the school, including fulfilling the requirements of safer recruitment legislation.
- Overseeing and implementing, where appropriate with the support of the Trust's HR manager, the school's recruitment strategies and procedures, including those related to teachers and support staff.
- Completing administrative routines relating to the human resources function including maintenance of records and files.
- Undertaking general office, reception and other administrative duties as required.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

Job specification

Operational

- Postholder shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, agencies and contractors.
- Postholder shall provide efficient administrative assistance, for example, typing letters, photocopying and filing.
- Postholder shall assist in maintaining and updating information held on school systems, specifically those relating to human resources, including staff details, recording contractual changes, accessing and producing reports for her/his line manager.
- Postholder shall assist in transferring data safely when school systems are introduced and/or changed.

- Postholder shall assist in the setting up and maintaining of archive files and historical data.
- Postholder shall oversee recruitment and selection processes eg in the placing of adverts, the formulation and forwarding of application packs, creating shortlisting packs, inviting applicants to interview.
- Postholder shall issue reference requests and follow up where necessary.
- Postholder shall lead in providing staff with information for applying for enhanced DBS disclosures and processing application forms as required.
- Postholder shall lead in the verification of staff details including identification, employment history, qualifications, and overseas records.
- Postholder shall lead in the maintenance of annual leave records.
- Postholder shall ensure the system for monitoring absence is followed and records maintained.
- Postholder shall lead in the production of all contracts of employment for staff.
- Postholder shall assist her/his line manager and the HR manager with the administration of all aspects relating to work status and registration, immigration and sponsorship.
- Postholder shall assist in the preparation of statistics and management information with regard to human resources as required by her/his line manager, the Principal, the governors, and the DfE.
- Postholder shall assist in the collection, entry and extraction of data required to complete statutory returns.
- Postholder shall provide payroll with relevant information including timesheets, submission of variations and new details, absence data and leaver documentation.
- Postholder shall provide assistance to staff with regard to human resources issues, for example, maternity/paternity/adoption leave, annual leave information.
- Postholder shall liaise with contractors, agencies, other schools and organisations, and attend to queries as required by her/his line manager.
- Postholder shall contribute to the evaluation and development of human resources systems and procedures.
- Postholder shall report technical faults relating to the school system/s and equipment to the IT technician/s in accordance with school reporting procedures.

Administrative

- Postholder shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Postholder shall process, input and extract data held on the school's system/s.

- Postholder shall maintain both manual and computerised record and filing systems in line with requirements, such as the single central record, sickness absence details, personnel files.

General

- Postholder shall assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Postholder shall attend relevant meetings and training sessions.
- Postholder shall deal with confidential issues/data appropriately.
- Postholder shall assist her/his line manager in ensuring compliance with data protection regulations.
- Postholder shall keep abreast of developments and changes in fields relevant to her/his role and communicate to staff as required.

HR Officer: Person Specification

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE 4 or equivalent, in English and mathematics. Experience of working in a busy office environment. Previous personnel and administration experience (at least one year). 	<ul style="list-style-type: none"> Personnel (HR) related qualifications or related qualification in further or higher education. Experience of working in a school or similar establishment. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with colleagues and students. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Good standard of numeracy and literacy skills. Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. Ability to absorb and understand a wide range of information. Ability to maintain accurate 	<ul style="list-style-type: none"> Working knowledge of SIMS. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as maternity/paternity/adoption leave. Working knowledge of payroll/pension provision. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>records and filing systems.</p> <ul style="list-style-type: none"> • Ability to deal with confidential data/issues appropriately. 		
Personal qualities		
<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>