

**Job Description HR Officer**

**Grade: SO2 – P01**

**Hours of work:** Full time. 36 hours per week. 8am to 4pm.

**Contract Type:** Permanent

**Reporting to:** School Business Manager for GOC

**Responsible for:** Administration Assistant

**Main Purpose of the Job:**

To provide an efficient and effective human resources service for the College.

**Main Roles:**

**Strategic / Operational**

• To assist with the development and review of the Colleges HR Policies and Procedures ensuring

compliance with legal requirements and best practice.

• To ensure the implementation of the Colleges HR Policies and Procedures and the provision of advice,

guidance and support to staff, managers and the Senior Leadership Team

• To provide advice and support on a range of sensitive HR matters, and ensure the effective operation

of the College’s disciplinary, capability and grievance procedures as required.

• To be responsible for the College’s recruitment and selection procedures and activities, ensuring fair

and transparent processes and compliance with legislation and best practice. To ensure all the

recruitment administration is completed on a timely basis.

•To be responsible for the security of staff data/records in accordance with the General Data Protection

Regulations and other relevant legislation and guidance.

• To ensure there are effective arrangements for the recording, management and reporting of staff

absence and attendance.

• To work collaboratively with the Assistant Heads to ensure effective arrangements are in place to

cover teaching staff absence.

• To help ensure the College is fully compliant with safer recruitment practices and to be ensure the

College Single Central Record is updated.

• To be responsible for ensuring the timely production of documentation and correspondence to/for staff

in relation to contractual matters including the timely transfer of information to the payroll agent.

• To help develop, monitor and revise documentation related to the areas of specific responsibility.

• To attend Trustee and Board Member meetings, in an advisory capacity upon request.

• To arrange Staff Pre-Employment Induction training.

• To be responsible for maintaining Continuing Professional Development records.

• To be responsible for staff welfare including conducting risk assessments and the provision

of support to individual staff and whole staff wellbeing initiatives.

**Deployment of Staff**

• To work as part of a team and to ensure effective working relations.

• To line manage the Administrative Assistant.

**Management Information and Administration**

• To have overall responsibility for the maintenance, and use of the HR database systems.

• To help develop the use of Information Technology in HR.

• To identify and take appropriate action on issues arising from data, systems and reports; setting

deadlines when necessary and reviewing progress on action taken.

• To ensure the maintenance of accurate and up-to-date records relating to HR.

**Communications**

• To provide advice to staff relating to the areas of specific responsibility.

• To liaise with external agencies as appropriate in respect of areas of specific responsibility

and prepare relevant documentation for them on behalf of the College.

• To liaise with staff to ensure that all staff are aware of relevant information regarding HR.

• To liaise with the payroll agent.

• To attend meetings both internal and external related to areas of responsibility as required.

**Resources**

• To ensure that all HR activities follow College Health and Safety procedures.

**General**

• To assist occasionally at various College events.

•To carry out any other tasks related to the role as required or, as instructed by the Head of

College.

**Equal Opportunities**: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**: The College is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding**: The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**SIGNATURES**

Name of Line Manager: ………………….……………………………………..

Signed.………………………………………… Dated……………………………….

Name of Post holder: …………………………………………………………...

Signed…………………………………………. Dated………………………………