



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE	
Department	Administration
Job Title	HR and Compliance Officer
Reports To	Principal
Grade	Grade 6
Job Purpose	<ul style="list-style-type: none">• To be the first point of contact on all HR matters, providing routine advice and guidance on operational terms & conditions and ensuring implementation and compliance with HR policies and processes in the school.• To ensure compliance with all HR systems and processes to minimise and mitigate risk.• Manage a range of HR processes including recruitment and selection, sickness and other absence policies, providing routine advice and guidance on terms and conditions and supporting disciplinary, grievance and performance processes as required.

JOB DESCRIPTION

Main Tasks

- To provide operational advice and guidance on all HR policies and procedures to senior leaders and staff, ensuring the robust implementation of key HR processes.
- To ensure that all changes to and updates on relevant legislation, regulations and current guidance are brought to the attention of relevant parties.
- To spread awareness of policies and promote the observation of practices and procedures designed to ensure compliance.
- Update and produce school policies and reports as required and maintain the school policy portfolio.
- To oversee the diary management of all policy reviews
- To ensure that appropriate records are maintained to ensure compliance in all areas.



- To provide an accessible, tactful and confidential liaison between internal and external stakeholders and the Principal, verbally or in writing.
- Organise relevant meetings, liaising with the Principal, Senior Leadership Team and other staff, ensuring all required paperwork is prepared and available, circulate meeting notes and complete any actions as necessary.
- Communicate at all levels with outside bodies such as LA's, DfE, Ofsted and the Diocese where directed.

HR

- Provide quality, operational HR support and advice, ensuring that senior leaders and staff are provided with general advice and guidance on the implementation of key HR processes and procedures.
- Manage a range of HR processes including recruitment and selection, sickness and other absence policies, providing routine advice and guidance on terms and conditions and supporting disciplinary, grievance and performance processes as required.
- Responsible for the completion of recruitment and selection processes, including preparation of job advertisements and the organisation of the interview and selection processes ensuring tests/exercises are administered in a timely manner.
- Responsible for the completion of all recruitment paperwork in accordance with current legislation, including Keeping Children Safe in Education, guidance and safer recruitment as directed by Principal to ensure consistency and compliance.
- Take responsibility for the processing of new appointments and changes to existing employment contracts using established templates and proformas, including issuing of offers of employment and statements of particulars, ensuring all necessary paperwork is completed and returned and all staff files are fully compliant for audit purposes.
- Co-ordinate and conduct staff inductions, ensuring a smooth on-boarding experience, liaising with the designated department leads planning the induction programme for all new staff including arranging access to IT accounts log ins etc.
- Organise and monitor the induction and probation processes for all new starters, including interim reviews, and flagging any concerns.
- Maintain the Single Central Record (SCR) to ensure compliance with regulatory guidance for staff, new appointments, Governors etc. and that all pre-employment checks i.e. (references, medical, copies of qualifications and DBS check) have been completed in a timely manner before an employee commences employment, undertaking risk assessments as required
- Stay informed about changes in employment legislation and ensure school policies align.
- Provide advice to staff on operational HR issues and queries relating to terms and conditions of employment e.g. recruitment and selection and sickness and other absences and routine employee relations matters i.e. discipline and performance.
- Be responsible for the monitoring of staff attendance and punctuality providing information to relevant managers ensuring a robust absence management monitoring system is in place.
- To manage the coordination of HR review meetings alongside senior leaders and the schools external HR service provider.
- Support the Principal with formal HR processes e.g. grievance, disciplinary and capability cases, including minute taking as required.



- Respond to routine queries and requests from line managers/employees on employment matters.
- Be responsible for the monitoring and implementation of sickness absence management initiatives and procedures, supporting managers to manage attendance and undertake associated administrative processes.
- To be responsible for the areas of administration support relating to professional development, appraisal and training of line managed associate staff including satisfactory monitoring and reporting of probationary periods.
- Maintain the BlueSky database for Performance Management and CPD, updating staff records and line management information. Produce reports as required.
- Co-ordinate the Performance Management cycles for all staff ensuring all staff are aware of timescales and associated documentation, updating the Senior Leadership Team where required.
- Be the point of contact for all school staff in relation to using the PMF/CPD monitoring software.
- Maintain and implement HR procedures for the systematic production, retention, retrieval, transfer and disposal of records and/or information in accordance with GDPR, ensuring they are held in a secure, confidential manner.
- To advise the Principal on the implementation of policies needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- When required, liaise with the school's HR consultant regarding HR issues providing updates to the Principal
- Deliver HR training to staff eg equipping them with knowledge of school policies and procedure, legal compliance, data protection

Annual Data Returns

- To be responsible for all School Data Returns.
- Run and submit school Census returns within the deadlines assigned by DfE and DOW ensuring all data on the returns is correct and submit to the relevant agency after approval by the Principal.

Data Processing

- As the schools named Data Processing Officer, take pro-active steps as may be necessary to ensure effective security, management and processing of data(for pupils, parents and employees) in accordance with statutory obligations.
- Oversee the processing and the rights of data subjects, accountability and transparency of data controllers under the GDPR 2018.
- Ensure data compliance in the production and standardisation of school forms.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the responsibilities of the administration team as directed by the Principal.

Decision Making

- Routine decisions regarding the organisation of own work.
- When to refer matters to the Principal or Senior Leadership Team
- When matters are confidential or need to be dealt with sensitively – especially when child protection is involved.

Responsibility

- Organise workload and prioritise on a daily basis using your own initiative and knowledge of the work with minimum supervision from the Principal.
- Meet deadlines and bring appropriate matters to the attention of the Principal.
- Bring matters of concern relating to pre-determined deadlines to the attention of the Principal where necessary.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____



Person Specification			
Criteria		Essential	Desirable
<u>Qualifications and Training</u>	'A' Level standard or equivalent.	✓	
	English and Maths GCSE at grade C or above.	✓	
	Foundation Level 3 Certificate in People Management Practice or equivalent HR qualification	✓	
	Safer Recruitment Training	✓	
<u>Knowledge and Experience</u>	Strong working knowledge of HR in education	✓	
	Proficiency in software with strong skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.	✓	
	Experience of managing and using MIS package (SIMS or Arbor)	✓	
	Forming strong and effective relationships with senior staff	✓	
<u>Skills and Abilities</u>	Strong organisational skills, ability to manage multiple tasks, prioritize effectively, and meet deadlines.	✓	
	Attention to detail, a meticulous approach to work and ability to handle sensitive information with confidentiality.	✓	
	Ability to work independently and under pressure, capacity to handle a high workload and adapt to changing priorities	✓	
	Excellent communication skills, an ability to communicate and write clearly and professionally with a variety of stakeholders and audiences.	✓	
	To be able to undertake all aspects of the job description.	✓	
<u>Personal Attributes</u>	To have strong PR and interpersonal skills.	✓	
	To be highly professional, confidential and discrete.	✓	
	To be proactive, show initiative and use sound judgement.	✓	
	To be able to communicate effectively and positively with all members of the school community.	✓	
	To remain calm under pressure and positive at all times.	✓	



	To be a strong team player.	✓	
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