



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

<b>POST</b>	Human Resources Officer
<b>DEPARTMENT</b>	Administration
<b>GRADE</b>	Grade 7 (Range 23 – 25) Full-Time £33,492 - £34,482
<b>RESPONSIBLE TO</b>	Head/Director of Finance & Operations
<b>JOB PURPOSE</b>	To work with the Director of Finance & Operations to provide a high quality support and advice service in the HR Office to all existing and prospective employees of the school.

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.*

### KEY TASKS

#### Human Resources (HR)

- To lead on the administration of the recruitment process in line with DfE “Safer recruitment” guidelines (Keeping Children Safe in Education), staffing appointments and all related personnel matters including payroll and pensions
- To lead on the resolution of queries from employees, prospective employees and other outside sources, giving routine information and/or arranging for the appropriate member of staff to be consulted
- To advise and assist in dealing with employment queries from the Senior Leadership Team, liaising with the school’s Director of Finance & Operations and HR adviser on procedure
- To maintain and monitor confidential records relating to staff, including recording of all sickness or other absences, contractual changes etc and to report to the Senior Leadership Team any recommendations for action
- To ensure contracts of employment and associated amendments to contracts are processed in accordance with statutory timescales

- To maintain details of staff incremental pay increases and salary changes due to holiday entitlement changes and recording information in staff records. Confirming new salary details with the Director of Finance & Operations
- To maintain at all times security and confidentiality of all HR records in the school
- To input and manage HR data successfully, ensuring it is both accurate and timely
- To contribute to systems and office procedures to ensure smooth running of the school's HR function
- To have responsibility for and maintain compilation of HR data as required
- To have responsibility for and maintain the single central record and ensure it is maintained in line with DfE safeguarding guidelines, the current Keeping Children Safe in Education guidance and ensure safeguarding processes are followed in the general scope of this post
- To have responsibility for and co-ordinate the preparation, completion and submission to the DfE/EFA on a range of statutory returns e.g. workforce census
- To lead on the maintenance and updating of all HR policies to keep the school abreast of all DfE and statutory guidance
- To carry out other duties and responsibilities of a similar administrative nature and at a similar responsibility level to those described above which may be allocated from time to time

## **CONDITIONS OF EMPLOYMENT**

- The above responsibilities are subject to the general duties and responsibilities contained in the contract of employment
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Board
- The post holder may be required to perform any other reasonable tasks, after consultation
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not a comprehensive definition of the post. The job description may be reviewed and may be amended annually, within the terms of your Conditions of Employment