



HR Officer Queens Park Community School

Role: HR Officer (0.5, term time only)

Responsible to: School Business Manager

Hours: 18 hours per week / 39 weeks per year

Grade: Scale 4 (Points 7 to 11) pro rata per annum

The HR Officer supports the School Business Manager in the provision of a high quality, professional and efficient HR service across the school, providing effective administrative support for the employee lifecycle, with a particular focus on recruitment, payroll, employee records and operational HR administration.

Key Responsibilities

Recruitment:

- Support with end-to-end recruitment for a wide range of teaching, curriculum support and business services roles across the school, to include ensuring compliance with Safer Recruitment legislation
- Work with hiring managers to help them understand their staffing needs, define the role requirements and ensure that job descriptions are prepared to the highest quality to attract the most suitable candidates
- Liaise with hiring managers to support the long-listing process, schedule interviews and ensure all interview panels contain a member of staff trained in Safer Recruitment to deliver a seamless and positive candidate experience
- Liaise with the Head to co-ordinate the offer process to ensure candidates get accurate and attractive offers quickly
- Ensure that all Safer Recruitment principles and requirements are followed throughout the recruitment process, including completion of all pre-employment checks
- Proactively monitor probationary periods ensuring that line managers are reviewing performance prior to the completion of a probationary period

Single Central Register:

- Ensure the Single Central Register is maintained and updated accurately and on a timely basis for all staff, volunteers, governors and contractors, in accordance with regulatory guidelines

HR Administration:

- Prepare and issue all contracts of employment and deal with changes to terms and conditions of employment for staff
- Ensure that up to date training records are held centrally for all staff including those relating to statutory requirements (e.g. first aid, health and safety, minibuses drivers, DSL, EVC, etc.)
- Production of management information, including absence reports, as required



- Support with the accurate completion of the annual School Workforce Census
- Ensure all HR procedures and records follow data protection legislative requirements, including maintaining and securely disposing of staff records

Please note: This job description provides a comprehensive overview of the core duties and responsibilities as of its last update. It is not intended to be an exhaustive list, and the scope of duties may evolve over time to meet organisational needs, without altering the fundamental character or accountability of the role. Such changes are a normal part of employment and do not typically justify a re-grading of the position. Additional duties commensurate with your role may also be assigned.



Personal Specification

Operational Excellence

GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	Essential
Previous experience in an HR role	Essential
Previous experience in an educational or administrative role	Desirable
Experience of managing end-to-end recruitment processes	Desirable
Current knowledge of employment law and HR practice	Desirable
Commitment to and an understanding of the importance of safeguarding and safe recruitment	Desirable
A detailed understanding of data protection regulations	Desirable

Personal Qualities and Skills

Excellent interpersonal and communication skills	Essential
Ability to balance priorities	Essential
High standard of numeracy, literacy and administration	Essential
Ability to communicate succinctly, persuasively, effectively and attractively through written and spoken word	Desirable

Personal Behaviours

Professional manner and approach	Essential
Proven tact and diplomacy in dealing with a range of people and personalities	Essential
Ability to manage sensitive issues and use discretion and the utmost confidentiality at all times	Essential
Ability to manage multiple stakeholders and to build positive relationships with a diverse range of staff	Desirable
Ability to work independently and as part of a team	Desirable