**JOB DESCRIPTION** 

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| **Job title** | Human Resources (HR) Officer |
| **Post Number** |  |
| **Grade** | NJC Scale 6 |
| **Accountable to:** | Business Manager |
| **Accountable for:** | --- |
| **Job purpose** | To provide a professional, efficient and effective HR administration service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.  . |
| **Key internal contacts** | * Business Manager * Headteacher * Leadership Team * Office Team * Trust HR Team * IT Team * Teachers * Support Staff |
| **Key external contacts** | * Payroll * Recruitment Agencies * DBS Administrators * External auditors |
| **Special circumstances**: | * Hold a current Enhanced DBS check. * Hold a current driving license and use of own transport. * Willing to work beyond conventional hours at peak times (eg Ofsted). |

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| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.  **Human Resources Administration**   * Be a point of contact for all HR related enquires, referring to the Trust’s HR Manager as appropriate. * Provide HR support at meetings, including drafting invite letters and attending meetings as a note taker. * Ensure regular maintenance and organisation of office filing systems, retaining documents and archiving, correspondence and other records in line with HR and GDPR procedures. * Assist the Business Manager with the maintenance of the Single Central Register (Staff Safe) ensuring it is up-to-date and accurate. * Maintain staff records on SIMS and ensuring all records are up to date. * Ensure accurate personnel records, including sickness and other absences are maintained and information is recorded on SIMS and sent to the Trust Central Team. * Assist the Business Manager with acknowledging resignation letters and exit interviews. * Input all training certificates to SIMS and regularly review training requirements such as safeguarding. * Assist the Business Manager with the school workforce census annual return. * Keep abreast of latest HR and payroll developments, best practice and legislation.   **Recruitment and Selection**   * Produce agreed job descriptions, person specifications and advertisements (in liaison with the Business Manager) for vacant positions as required, including uploading them to Eteach or similar advertising portals. * Assist the line managers in the preparation of interview questions and skills tests. * Arrange and co-ordinate shortlisting meetings, draw up interview schedules and arrange interviews. * Assist the Business Manager with issuing offer letters and the completion of contract variation forms. * Ensure compliance with all Safer Recruitment requirements by completing the vetting checks including references, DBS, medical checks, prohibition checks for all staff, agency staff, governors, contractors and volunteers. * Coordinate induction programmes with relevant line managers. * Prepare personnel files for new starters. * Monitor probation periods, liaise with line managers and prepare probation letters. * Make arrangements for agency cover as and when required within budget constraints and in accordance with the Safeguarding Children and Safer Recruitment in Education Guidance.   **Payroll**   * Alongside the Business Manager, ensure all monthly submissions to the Trust’s HR Team are made in full and processed as per the agreed procedure, to include but not limited to: Starters and Leavers, additional hours, absences, unpaid leave and contract variations. * Update absence data onto payroll system on a monthly basis. * Ensure all required documentation for maternity, paternity and adoption leave is provided to the Trust HR Team.   **Trust**   * Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish. * Promote the safeguarding and welfare of children and young people. * Comply with the Trust’s policies and procedures (e.g. equal opportunities and health and safety). * Ensuring high standards of behaviour and dress are maintained.   **Additional Duties**  You may be required to carry out additional duties, as the Headteacher may reasonably request, which are commensurate with the post. |

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| **Review**  This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.  I confirm that I understand and agree the duties of this job description.  Signature:  Print name:  Date:  Manager’s signature:  Print name:  Date: |

**PERSONAL SPECIFICATION**

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|  |  | **Essential** | **Desirable** |
| **Qualifications and Experience** | 5 GCSEs including English and Mathematics at grade A\* to C (or equivalent). | 🗸 |  |
| School Business Management qualification (or equivalent). |  | 🗸 |
| HR and/or payroll experience. | 🗸 |  |
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| **Skills and Abilities** | Ability to monitor and analyse information and present it in an appropriate format for other users. | 🗸 |  |
| Ability to handle sensitive information and issues in an appropriate manner. | 🗸 |  |
| Ability to build and form working relationships with stakeholders and to work as a member of a team. | 🗸 |  |
| Excellent communication (written and verbal) and numeracy skills. | 🗸 |  |
| Ability to work under pressure and meet tight deadlines. | 🗸 |  |
| Ability to work on own initiative. | 🗸 |  |
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| **Knowledge** | To have a strong working knowledge of IT, encompassing proficiency in payroll software. | 🗸 |  |
| Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion and how performance management may improve provision. |  | 🗸 |
| Familiarity with protocol and practices within the education sector or other public sector organisation. |  | 🗸 |
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| **Special conditions** | Willing to undertake an Enhanced DBS check. | 🗸 |  |
| Willing to work beyond conventional hours. | 🗸 |  |
| Hold a current driving licence and use of own transport. |  | 🗸 |

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.