

Job Title: HR Officer
 Reports to: Office Manager
 Grade: 5
 Hours: 37 hours pw term-time only

Purpose of the Job

- To attend to the HR function within the school in support of the School Business Manager.
 - To assist with admin and reception duties

Principal Accountabilities

- 1) To assist with the HR function of the school - to include the SCR, Recruitment Cycle, Payroll and Employment Procedures
- 2) To maintain and edit payroll documentation as required
- 3) To be first point of contact for staff HR queries
- 4) To contribute to reception and admin work as required
- 5) To assist the Head's office.
- 6) To play an active role in developing systems within the HR function and supporting the SBM in their management of such systems
- 7) Deal with complex reception / visitor etc., matters as required
- 8) Identify, set up and manage manual and computerised records / management information systems as appropriate
- 9) Analyse and evaluate data / information and produce reports / information / data as required
- 10) Undertake typing, word-processing and complex IT based tasks
- 11) Sort incoming and outgoing mail as necessary

The post-holder is responsible for ensuring that the Council's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

Varndean School
 Balfour Road,
 Brighton, BN1 6NP

Headteacher William Deighan

Tel 01273 561 281
 Fax 01273 564 614
 Email school@varndean.co.uk

www.varndean.co.uk



Signed _____

Dated: _____

PERSON SPECIFICATION

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Reports to: Office Manager

Grade: 5

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Essential Criteria

Job Related Education, Qualifications and Knowledge

- General NQF Level 3 or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
 - Full working knowledge of school's HR function

Experience

- Demonstrable experience of involvement with HR functions and systems

Skills & Abilities

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- Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality
- Able to work accurately and with attention to detail to tight deadlines
- Some flexibility required in working hours eg to attend Open House events, supervise evening concerts and so on
- Able to undertake short term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self-evaluate learning needs and actively seek learning opportunities
- Willingness to undertake an appropriate professional qualification

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

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