**The King’s Academy**

**HR Officer – Job description**

Salary based on NJC APT&C scale point 28 (£24,964), but working year is Term-Time plus 2 weeks, one of which must include the final week of the school summer break (40 working weeks total).

0.945 full-time equivalence = **£23,603 actual salary**

This is a permanent position, with a normal working week of 40 hours, 8:00am – 4:30pm, with 30 minutes lunch break per day. A good quality lunch, with wide variety, is provided to all staff from the Dining Room. Childcare vouchers are available, and eligible staff benefit from priority admissions of children to the Academy (see Admissions Criteria on the Academy website).

***The Appointment and Purpose of the HR Officer***

We are seeking an exceptionally able professional for the post of HR Officer at The King’s Academy, which employs over 200 staff. As well as HR skills and experience, the appointee will have the good character and broad, deep set of skills, expertise and attitudes to enable them to contribute strongly to the Academy’s overall purpose. This post presents a significant opportunity for an experienced and well-qualified professional, with a strong and personal commitment to support the Academy’s Christian ethos and educational purpose, to make a profound difference to the lives of a large and diverse community of young people.

***School leadership structure***

The Academy is led by a senior leadership team of seven being: Principal, Vice Principal (Academic), Vice Principal (Pastoral), Director of 16-19, Assistant Principal (SEN / IL), Assistant Vice Principal (Teaching and Learning) and the Business Manager. The leadership team is accountable to the Local Governing Body and the Trust Board / Trustees.

**Job description**

The HR Officer is responsible to the Principal who is supported by the Business Manager. Main duties:

**Strategic / Operational**

* Ensuring high level of HR service consistency throughout the Academy, providing advice to managers on employment matters and working with them to resolve employee issues in a timely and constructive manner
* Raising with the Principal and Business Manager key people management and organisational issues
* Overseeing and developing effective strategies and practices to ensure staff wellness, fitness for work, and excellent levels of attendance
* Support, advice and guidance to line managers on HR matters
* Senior staff training on HR matters
* Maintenance and development of up to date Academy HR policies
* Managing the Academy’s disciplinary, capability and grievance processes as required, to ensure that formal and informal processes are applied consistently and effectively, seeking specialist advice where appropriate

**Absence management**

* Developing and maintaining the system for managing and improving staff attendance
* Monitoring, analysing and reporting on staff sickness, and ensuring that effective processes such as return-to-work meetings are correctly and effectively followed by staff and line managers to ensure improving attendance
* Supporting line managers in taking appropriate preventative and reactive measures to ensure that absence is minimised
* Providing frequent periodical management reports on absence statistics

**Recruitment and Safeguarding**

* Administration of recruitment including: identifying upcoming recruitment demands; advertising; providing shortlisting documentation to panel; organisation of assessments and interviews; pre-employment risk assessment practices; preparation of offer or variation to contract letters and contracts of employment; reference requests; ensuring completion of all compliance checks and that the HR file is correctly signed off before the employment is confirmed; ensuring new colleagues are kept up to date with arrangements for their new employment prior to starting.
* Ensuring Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met. This includes agency staff, volunteers, contractors and governors. (Supported by Assistant Vice Principal, Safeguarding).
* Ensuring that the Academy’s Single Central Register is maintained and developed according to statutory DfE and Ofsted requirements, including that new and existing DBS applications are managed according to the latest legislation
* Advising the Principal on safeguarding disclosures
* Coordinating exit interviews
* Leading, developing and evaluating the induction process for all non-teaching staff

**Administrative, Payroll and Systems**

* Developing and maintaining HR files in line with statutory requirements and according to best practice
* Liaising with the Foundation’s Payroll Officer to ensure that relevant changes to staff pay and new starter information are communicated accurately and punctually. Checking and identifying anomalies and discrepancies before submission to the Principal for sign-off
* Processing, checking and issuing annual pay statements
* Maintaining up to date HR information for all staff, including leave
* Maintaining and developing the Academy’s electronic HR systems, ensuring that information held is accurate and up to date
* Maintaining CPD records for staff
* Coordinating the annual School Workforce Census
* Maintaining of databases including the Academy staff database.
* Overseeing the staff appraisal system, ensuring that the process is effective in improving performance and that cycles are completed in a timely manner

**General**

* Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
* Contributing to and sharing in the corporate life of the Academy
* Dealing effectively and calmly with emergencies, should they arise
* Applying a strong sense of vision and commitment to customer service provision and quality assurance
* Ensuring that health and safety and child protection regulations are observed at all times.
* Limited flexibility with working hours including assisting with relevant after-school events (e.g. recruitment and training) and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
* Any other duties as reasonably required by the Principal.

Along with the above, and in line with all other members of staff, the post holder is required to undertake any other reasonable duties as required by the Principal.

The King’s Academy is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for our students.

**Please note that this detail is indicative and can be amended, updated or replaced as appropriate in order to remain in line with any future legal requirements or expectations.**