



Sherwood Foundation School
Sherwood Park Campus
Sherwood Hill Campus
Sherwood Manor Campus

Sherwood Foundation School

Job Description & Person Specification

Job Title: HR Coordinator

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

All staff are expected to work across all campuses as required.

All of our children have an Education Health and Care Plan and often have a number of dedicated professionals working with them in order to support them to reach their potential - we are very proud of our trans-disciplinary approach and place great emphasis on supporting our pupils to feel safe, well and emotionally regulated in order that they can achieve their best.

Sherwood Foundation School is a warm and friendly school, with high aspirations for our fantastic pupils

Job Description

Post reporting to: HR Manager

Overall Purpose of the Post

We are seeking to appoint a passionate and dedicated HR Co-ordinator to join an exemplary

SEND provision providing HR support across all three of the campuses.

Reporting directly to the HR Manager, the HR Coordinator role is essential in supporting the HR department by managing various administrative tasks and ensuring the smooth operation of HR functions as well as a friendly and professional approach with all staff and visitors alike.

Previous HR experience and an excellent level of IT skills are desirable, attention to detail is essential. The successful applicant will ideally have experience working in a busy office, within an educational setting.

Responsibilities

Your core duties will include but are not limited to:

Human Resources

- Undertake general administration duties such as filing, faxing, photocopying, placing orders, and handling telephone queries, dealing with internal and external correspondence and other tasks commensurate with the role/responsibilities.
- Management of HR & Recruitment inbox.
- Responding to queries and questions appropriately and escalating when required.
- Logging of HR queries for the HR Manager's attention, diarising meetings and sourcing relevant information as required.
- Administer, maintain and update employee records on Google drive.
- Produce and maintain personnel files both physically and electronically, ensuring they are up to date.
- Undertake HR related checks and relevant administration, producing HR and payroll related letters and correspondence.
- Update and monitor training records, assign and assist with training activity and training administration.
- Provide general support as the HR Manager requires.
- Carry out and oversee the staff recruitment processes ensuring HR law compliance
- Ensure that all safeguarding checks are carried out before staff commence their employment.
- Liaise with the HR Manager on employee relation matters, including contracts, employment handbooks to ensure compliance with HR rules and regulations.
- To ensure probation review dates are added to the school calendar and liaise with management to ensure this is completed and forms are added to staff files.

- To support the HR Manager in reviewing policies and procedures and updating the documentation as required.
- To review and maintain training agreements for all staff.
- Take minutes of formal personnel meetings.
- Dealing with queries from alongside other Office team members.

Absence Review

- Monitor of staff absence trigger points, liaise with managers to review absence and support with absence review meetings.
- Monitor statutory sick pay and provide reports as necessary.

Recruitment

- Manage the administration of recruitment e.g. arranging advertising, collating documentation for candidates and medical clearance.
- Monitor applications for current vacancies, prepare shortlisting packs and manage interview days and candidates.
- Support with the recruitment and onboarding of new employees by ensuring satisfactory references, DBS certificates and overseas police checks (Certificates of Good Conduct) are received ahead of the employees start date and ensure the school holds a complete employment history for new starters.

Payroll

- To support the HR manager in updating staff absences, leave of absence forms, additional claim forms and processing new starters and leavers. Supporting with increments.
- Support with pension queries and annual audits.
- Undertake the administration of the payroll system
- Ensure annual increments are processed and letters are issued in alignment with the pay policy.

Single Central Record

- To update the schools single central record database and ensure this is compliant with Keeping Children in Education and safer recruitment legislation.
- The database must be updated and prepared for regular audits internally and externally.

Management Information System

- To update the school management information system including SIMS and SAMpeople absences
- To complete the annual workforce census with the support of the HR Manager.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.

Data Protection

- Ensure that the School complies with all GDPR requirements
- Demonstrate the School's values in everyday work and practice. Motivate and work with others to create a shared culture and positive environment.

General

- Have an understanding of the marketing and recruitment activities for the School.
- Have an understanding of the Schools' academic provision and safeguarding functions and health and safety functions of the School.
- Work closely with the HR Manager to ensure the smooth running of all aspects of the HR department
- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility.
- Work complies with all safeguarding policies and procedures that apply to the role.
- Behaviours and actions support the safeguarding of children and young people as appropriate.

SAFEGUARDING RECRUITMENT STATEMENT

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

School employees are advised to have the Hepatitis B vaccination.

Sherwood Foundation School is a no-smoking school

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the Job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

Criteria	Desirable/ Essential
Right to work in the UK	E
GCSE Maths and English Level C or above	E
CIPD Level qualification or relevant Degree (Level 3 or above)	D
Demonstrates a genuine interest in working in an educational setting.	E
Experience in working in a fast paced environment and coordination of several tasks.	E
Working with management and supporting with day to day tasks	E
An efficient and organised individual with an ability to communicate at all levels.	E
Strong attention to detail	E
IT literate	E
Ability to prioritise workload and work under pressure.	E
Maintains confidentiality of position	E
Manage personnel information systems, ensuring timely, accurate information is always available.	E

Experience working in a special educational needs school	D
Previous business administrative support experience	D
Excellent written and verbal communication skills	E
Interpersonal skills	E
Act promptly & calm under pressure	E
Have experience working in a flexible and positive manner, being adaptable to changing work patterns	E
Ability to work alone, be part of a team and be self-motivated	E
Ability to manage a substantial workload and prioritise effectively	E
Great team player	E
An efficient and organised individual with an ability to communicate at all levels	E
Eager to take personal responsibility to ensure the job gets done	E