

The school is committed to safeguarding and promoting the welfare of children
In addition, young people and expects all staff to share this commitment



JOB DESCRIPTION HR OFFICER

GRADE: SCALE 6 TERM TIME + 1 WEEK 35 HRS
RESPONSIBLE TO: EXECUTIVE HEADTEACHER / SCHOOL BUSINESS MANAGER AND DEPUTY

PURPOSE OF THE POST:

- To be responsible for the Schools Human Resources (HR) Services ensuring efficient operation.
- To provide first line HR advice and guidance as well as delivering proactive and comprehensive HR service in accordance policies and procedures internal and external.
- To manage recruitment, induction, probation and performance management administration.
- To lead on sickness absence monitoring and process sickness data, managing casework administration, file management and record keeping.
- To maintain staff personnel records and support the upkeeping of Single Central Records.

THE MAIN AREAS OF RESPONSIBILITY WILL BE:

1. Demonstrating high quality and efficient HR administration and advice by providing first line advice for managers on employee relations matters and the application of legal advice.
2. To manage and maintain staff sickness absence management using school's management system SIMS and SAM People.
3. Ensure staff records are maintained in an accurate, confidential and accessible manner, i.e. Single Central Record (SCR), personnel files, databases, attendance and leave records.
4. To maintain and administer personnel case files, attendance reviews and management referrals to occupational health and external stakeholders.
5. To ensure all contractual documents are kept up to date and ensure probation monitoring systems are in place and tracked, and providing advice and guidance to leaders on matters arising.

HR MANAGEMENT

1. To manage the co-ordination of HR review meetings working alongside senior leaders and the schools external HR service provider EPM.
2. Administer HR-related documentation such as offer letters, contracts, leavers and amendments to contract of employment.
3. Administer DBS processing, including overseeing DBS application ID checks, maintaining the SCR database and dealing with related queries.
4. Attend and support formal meetings such as hearings and appeal panels.
5. Support with leading investigations and claims and ensure disciplinary bundles are prepared
6. Support the school's management of Health and Safety at Work legislation across sites.
7. Management of HR personnel file and records.

8. Managing Agency, Third Party and Contractors checks in accordance to KSCIE.

HR SICKNESS ABSENCE ADMINISTRATION

1. Provide initial advice to senior leaders and line managers in relation to their responsibilities for managing sickness absence and on matters relating to HR.
2. Administer and support dealing with specific HR cases e.g. disciplinary and grievance matters, staff capability, performance, attendance management etc.
3. Support with the administration of sickness absence casework (i.e. help organise review meetings and appeals, prepare initial responses for routine cases from template letters, undertake note taking and other administrative duties.
4. Undertake the monitoring and reporting of all sickness absence within the school on at least a monthly basis
5. Ensure attendance reminders and review letters are processed in timely manner.
6. Ensure absence data is accurately entered into SIMS and SAM People.
7. To work collaboratively with schools, cover supervisor ensuring information is recorded and tracked.
8. Process Occupational Health referrals and provide feedback advice to leadership.

HR ADMINISTRATION

1. Administer updating SIMS with personnel records on new starters and changes to contract of employment.
2. Ensure data entry into SIMS to include staff awards and certification including training and appraisal information.
3. To administer the day to day activities in the recruitment process, including job descriptions and adverts, placing them with suitable media. Ensure candidates' information packs and interview packs are accurate and issued in a timely manner.
4. To have an oversight in recruitment campaign and publishing. Creating recruitment brochure and adverts
5. To process pre-employment checks and issue appropriate documentation, ensure checks are complete and files are prepared to school standards.
6. To facilitate and organise the preparation of staff interviews and support the admin team.
7. Collating preparation and quality checking of information to be submitted on a monthly basis to the payroll provider.
8. Ensure and process consistent and timely information and instruction to payroll including new starters, leavers, overtime claim, statutory sickness returns, special leave and salary amendment
9. Check and confirm changes with payroll with direction from business manager.
10. To conduct minute taking for formal sickness attendance reviews or disciplinary hearings.
11. To ensure new starter Health Checks are process and referrals made

12. To process new starters and leavers on Benenden school's private health provider ensuring staff records are maintained.
13. Maintaining employee records and all systems, both computerised and paper based.
14. Ensure staff workforce data census is accurate and maintained at all times and submitted on an annual basis ensuring error free and accurate data.
15. Ensure that all current databases and spreadsheets used for the collation of and reporting of HR data are accurate and maintained at all times (e.g. probation tracker)
16. Produce workforce information reports as required and undertake a first level analysis to identify high level issues and trends
17. Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
18. Maintain absolute confidentiality at all times Ensuring that data is managed securely and in line with GDPR legislation
19. To undertake appropriate development and training and keep up-to-date of relevant HR legislation and policies and procedures.
20. Maintain an active awareness of HR best practice at all times proactively seeking to improve own CPD and advice to others.
21. Achieving accredited Safer Recruitment training status and providing advice and support
22. Filing, photocopying, shredding, dealing with the incoming and outgoing post, and other general admin functions.
23. Contributing to the development of HR policies, assisting with consultation and implementation as necessary.
24. Be fully conversant with and work at all times to ensure the School complies with, the DfE guidelines on 'Safeguarding Children and Safer Recruitment in Education'.
25. Assist the Business manager and Executive Headteacher with ad hoc projects and duties as required.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Business Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSONAL SPECIFICATION



JOB DESCRIPTION: HR ADMINISTRATOR
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Selection criteria – please address these in your personal statement

Qualifications and experience	Have a minimum of Grade C in English and Maths GCSE level or equivalent
	Hold a relevant NVQ Level 3 HR or relevant qualification or above
	Experience and familiar with legislation across a range of HR functions.
	Experience of working in a fast-paced HR environment, ideally within a school/education setting.
	Experience of using and maintaining the school's management information system SIMS or SAM People or similar School MIS.
	Experience of using and maintaining administrative systems (both computer and paper based).
	Experience of handling employee relations issues.
	Experience in report handling and data analyst issuing of timely contractual documentation.
	Experience of advising on staff policies and procedures.
	Experience of handling and recording personnel records.
	Experience of administering payroll administration, whilst working with an external payroll provider.
	Ability to communicate effectively with individuals and groups of senior staff, teachers, other members of staff and, as appropriate, students, parents and other professionals.
	Knowledge and understanding
Understanding and knowledge of IT administration systems.	
Experience of working in a multicultural environment.	
Knowledge of Safer Recruitment and Safeguarding, Keeping Children Safe in Education and Child Protection.	
Knowledge of good practice in information management and GDPR legislation and requirements as it relates to HR.	
Skills	Working knowledge of using Microsoft Word, Excel, Outlook and PowerPoint.
	Ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable work loads.
	Ability to meet targets and deadlines in a pressurised environment.
	Ability to use computer skills to operate the school's management system to produce letters, reports and spreadsheets.
	Ability to communicate effectively, having excellent interpersonal and communication skills (both oral and written).
	An understanding of the necessity to maintain strict confidentiality.
	Ability to build and maintain excellent professional relationships with stakeholders and a wide variety of people and organisations.
	Ability to use inter-personal skills to build and maintain effective working relationships.
Personal qualities	Ambition, energy, enthusiasm, determination and drive.
	Resilience, reliability, professionalism and integrity.
	Thoroughness and efficiency with an attention to detail.
	Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice.
	Willingness to operate autonomously and make decisions as appropriate.
	Positive work ethic – being flexible and willing to 'go the extra mile'.
Other	A DBS enhanced disclosure that is satisfactory to the School.
	Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the school.