

Job Description – HR Officer

Job Title	HR Officer
Grade	Scale 8, points 25-28, within the range £30,203 to £32,860 including LFA Full-time, 37 hours per week, 52.14 weeks per year
Reports to	Deputy Headteacher (HR)
Liaison with	<ul style="list-style-type: none"> • Juniper Education, Occupational Health and Disclosure and Barring Service. • Teaching staff, support staff, and St Martin's Finance Team.
Job Purpose	<ul style="list-style-type: none"> • Recognise the positive impact on staff well being and school performance of an efficient and effective HR service. • To provide an efficient, effective and comprehensive HR service in liaison with the Deputy Headteacher (HR) and Essex HR. • To administer the secure and confidential processing and retention of the school's HR data.
Duties – Unless specifically stated these duties relate to both Teaching and Support staff.	<ul style="list-style-type: none"> • Ensure staff personnel files, both manual and computerised, are properly maintained and secured and that data is handled in accordance with statutory provisions, data protection and school policies. • Assist, the DH (HR) in the preparation and maintenance of job descriptions, job adverts and person specifications for all staff. • To develop and maintain personnel procedures manual, following Juniper Education advice and adherence to DET HR policies. • On instruction from the DH (HR), administer the recruitment, selection and appointment procedures for all teaching, ITT, voluntary and support staff, including all pre-employment checks and submission of monitoring data. • Prepare and issue contracts of employment and manage an efficient system to ensure all contract reviews /incremental review dates are met including review of temporary responsibilities and fixed term contracts. • Administer the induction procedures as appropriate. • Ensure probationary reviews are undertaken in a timely and effective manner (6, 12 & 18 week reviews) and, after six months, staff promptly receive confirmation of employment. • Responsible for the prompt and accurate preparation of all forms in relation to staff personal data and salary information to DET payroll. • Responsible for the monthly return regarding staff absence, overtime, leavers, joiners, increments, contract and personnel changes for submission to DET payroll. • Ensure all staff complete and return leaver forms and provide data analysis to DH (HR). • Manage an effective system of recording staff absence, ensuring medical certificates are received and relevant forms completed. • Responsible for ensuring the accurate and timely issue of the teachers' annual salary statement. • To act as the first point of contact for staff personnel and salary queries, ensuring issues are speedily resolved. • Maintain the comprehensive single central record (SCR) for DBS checks, right to work, overseas checks and S128. • Prepare and maintain termly staffing lists. • Prepare and submit staffing data for Schools Workforce Census (SWC) to meet EFA deadline. Ensure data is up to date and accurate and meets current guidelines. Investigate and rectify errors and warnings.

	<ul style="list-style-type: none"> • Prepare, issue and process annual data collection form, Autumn term. • Provide guidance and contact details for statutory benefits including normal age and early age retirement, maternity/paternity leave and childcare voucher scheme. • Maintain fire registers for all staff, updating immediately following any and all staff changes. • Be aware of upgrades to the SIMS personnel system and how this will affect data input and reports generation. Communicate changes to other users. • Responsible for the provision of timely, relevant and accurate reports to DH (HR) as required, including Excel reports and system generated and customised SIMS.NET reports. • Undertake administrative duties as required. • Keep up to date on school related personnel and associated payroll issues and undertake training commensurate with post.
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's equal opportunities policy. • The Local Schools Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.