Oaklands School

**Job Description – HR Officer**

GRADE: Scale S01

Hours of work: Full time, 36 Hours per week, worked 8am to 4pm, five days per week.

Contract Type: Permanent

Responsible to: School Business Director and HR Manager

**Main Purpose of the role**

To support the provision of a professional human resources function, ensuring compliance with School policy, employment legislation and best practice, promoting effective employee relations.

**Main Duties**

1. To assist the HR Manager in the provision of efficient and effective HR administration within the School.
2. To be responsible for the recording and management of the schools staff absence reporting/ monitoring processes.
3. To liaise with the school’s HR and payroll provider on payment of staff and the provision of appropriate documentation to ensure accurate salary payments and deductions under the direction of the HR Manager.
4. To assist the HR Manager with the schools recruitment process for all staff including administration, ensuring compliance with safer recruitment practices. (References, interview invites, tasks, room booking, DBS and health clearances).
5. To provide administrative support to appointment and leavers processes. To ensure new staff are entered onto and leavers are removed from the Management Information System and Staffing Calculator.
6. Ensure that the Single Central Record is maintained and updated as required.
7. Ensure that staff DBS’s are updated as required.
8. To maintain the school personnel files and ensure accurate and appropriate records are kept.
9. To ensure that the school’s computerised HR systems and records are maintained and accurate.
10. To assist with HR data input, analysis and reporting as required.
11. Liaise with external agencies (eg recruitment) as required.
12. To provide administrative support during meetings, taking minutes and drafting letters are required.
13. To be aware of and comply with policies and procedures of the school including those relating to child protection, health and safety, confidentiality and data protection.
14. To undertake any other broadly analogous duties or other reasonable duties as directed by the HR Manager or Senior Leadership Team.

**KEY RELATIONSHIPS (INTERNAL AND EXTERNAL)**

1. Staff at Oaklands School

2. Local Authority

3. External agencies

###### **SCHOOL STANDARDS**

**Equal Opportunities**: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding**: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

# **SIGNATURES**

Name of Line Manager: …………….…………………………………………………..

Signed.…………………………………………… Dated……………………………….

Name of Post holder: ………………………………………………………………...

Signed…………………………………………. Dated………………………………

The duties of this post will change and develop over time. It is the manager’s responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.