



Job Description

Human Resources Officer

Title of post:	HR Officer
Scale	Support Staff Pay Scale SO1 (SCP 23 -26) £30,585 – £32,416 pa FTE
Reporting to:	Headteacher and School Business Manager
Hours	36 hours per week, 40 weeks per year 38 weeks' term-time plus 10 days
Purpose	<ul style="list-style-type: none">• To assist the Headteacher and the School Business Manager with HR administration, administration and maintenance of personnel data and records, and offer an effective support service, ensuring confidentiality at all times• To manage the HR functions of the School in line with the School's HR and Compliance Strategy, policies and procedures and implement the same.• To contribute to the overall ethos, work and aims of the school.
Accountability	<ul style="list-style-type: none">• Quality administrative support to ensure the smooth and successful support of HR• Making a positive contribution to supporting the School in achieving its stated goals.
Liaison	<ul style="list-style-type: none">• Finance and Payroll Officer• Teaching and Support Staff• Governors• Students• Parents/Carers• External agencies, e.g. Consultants, LA representatives and Ofsted.
Disclosure Level	Enhanced DBS Check
MAIN DUTIES:	
Recruitment Management:	<ul style="list-style-type: none">• Oversee, advise and assist with all staff recruitment from placing adverts, to shortlisting and interviewing, to securing the. This will include contractors and volunteers.• Complete all pre-employment checks to ensure the School complies with safeguarding requirements.• Prepare recruitment packs.
Contractual Management	<ul style="list-style-type: none">• Prepare offer letters and contracts of employment to all staff• Prepare contracts for services for self-employed third parties• Prepare all letters relating to contract variations in terms and conditions e.g. changes to hours, salary, job role and working arrangements etc.• Maintain up to date terms and conditions for all staff.
Absence Management	<ul style="list-style-type: none">• Provide advice and guidance in relation to absence policies and procedures• Accurately record and monitor all staff absence including sickness absence and any other type of absence.

	<ul style="list-style-type: none"> • Organise occupational health assessments when required • Coordinate return to work interviews and exit interviews • Prepare Termly and Annual absence management reports with the School Business Manager identifying areas of concern. • Provide support to staff on the production of timesheets, applications for special leave/annual leave and Time Off in Lieu
Employee Relations Casework	<ul style="list-style-type: none"> • Advise and support the Headteacher and School Business Manager on a range of staffing issues, for example disciplinary, grievance and capability cases. • Provide advice to line managers regarding grievance/disciplinary/capability policies • Attend grievance/disciplinary hearings as required and take minutes • Provide model letters for all stages of the procedure to line managers • Liaise with expert legal advisors on more complex matters
Induction and Training	<ul style="list-style-type: none"> • Manage new starter process and assist the SLT with the induction programme. • Contribute to the organisation and development of training for all staff.
Compliance and Policies	<ul style="list-style-type: none"> • Ensuring that the school is compliant with and that all staff are aware of relevant policies and regulations such as the Safer Recruitment Policy and the Staff Handbook. • Update HR policies to ensure they are compliant with current Employment Law and School regulations in conjunction with the School Business Manager.
Child Protection Administration	<ul style="list-style-type: none"> • Carry out DBS applications with reference to School staff, residents, contractors and regular visitors • Carry out references and verification procedure following each job offer • Make entries on Single Central Register, ensuring accuracy at all times • Carry out pre-employment checks in accordance with safer recruitment regulations.
Other	<ul style="list-style-type: none"> • To be responsible for the production of the School Workforce Census return and assure its accuracy and compliance, • Provide help and support to staff and external parties as and when required in relation to personnel matters • Respond to day-to-day transactional HR issues. • Support the School Business Manager and SLT with probation and appraisals. • Administer the consistent and accurate processing of all contractual changes, the starter and leaver processes along with relevant paperwork.

	<ul style="list-style-type: none"> • Co-ordinate all probation and exit interviews and log the same taking any necessary action required with the support of the School Business Manager. • Process references for former staff members. • Ensure all personal data is managed, processed and retained in accordance with relevant data protection legislation. • Provide ad hoc advice to line managers on employee issues, where appropriate • Advise and coach line managers on all relevant HR issues • Filing/maintenance of personnel files as appropriate • Minute-taking and typing of minutes where required • Carry out other duties as may be reasonably requested by the Headteacher and School Business Manager
Broader Responsibilities	<ul style="list-style-type: none"> • To work collaboratively as a member of the School Office Team • To support the School's distinctive mission and ethos • To lead by example and from the front • To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met • To promote actively the School's corporate identity and policies. • To continue to be a lifelong learner and encourage others to be the same. • To participate actively in the School's Appraisal process • To comply with the School's Dress Code, Health and Safety Policy and to undertake Risk Assessments, as appropriate.
<p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>	