



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Human Resources Officer</b>
<b>DEPARTMENT/SECTION</b>	<b>HR</b>
<b>LINE MANAGER</b>	<b>Bursar</b>
<b>RESPONSIBLE TO</b>	<b>Executive Assistant to the Bursar</b>
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li></ul> Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
<p>The HR department consists of a HR Officer and a Recruitment Officer providing HR support to the Senior School, Preparatory School and Sylvestrian Leisure Centre. The School currently employs approximately 380 full-time and part-time teaching and support staff including coaches and visiting music teachers.</p> <p>The department provides a range of HR services to the organisation including recruitment, performance management and employee relations. There is scope for developing processes and systems and the service that the HR department provides to the whole School.</p> <p>The person appointed is expected to work closely with Senior Leadership colleagues, as well as the Recruitment Officer, to develop processes to ensure effective recruitment, development, retention and motivation of employees.</p>	
<b>KEY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Responsibility for delivering a high quality, day-to-day operational HR service to the whole school.</li><li>• Responsibility for the accuracy of the Single Central Register, ensuring that the school is always fully compliant with this statutory requirement.</li><li>• Responsibility for keeping the HR intranet page up to date.</li><li>• Assist with coordinating and providing administrative support at employee meetings.</li><li>• Maintenance of personnel files and records, ensure that all information is recorded accurately in the HR database</li><li>• To monitor all staff absence, keeping accurate records and ensuring all necessary documentation is in order.</li><li>• Assist with various staff working requests ensuring all key stakeholders are kept informed throughout the process.</li><li>• Create offer letters, contracts and letters detailing changes in employment conditions to staff from all areas of the School, as requested.</li><li>• Ensure that all pre-employment paperwork is completed and returned.</li></ul>	

- Ensure all pre-employment checks are completed prior to commencement of employment and recorded in the Single Central Register.
- Filing of all relevant paperwork and checks.
- In conjunction with the Recruitment Officer, assist with recruitment process, as needed.
- Process expenses for interviewees
- To manage the on-boarding for all new staff.
- Liaise with all relevant departments to ensure that all colleagues are aware of new starters
- Responsible for ensuring all new staff receive a full induction including safeguarding and health & safety procedures.
- Keep abreast of changing legislation and statutory requirements and be responsible for updating and reviewing HR policies to ensure that they are compliant with regulatory and legal requirements and best practice.
- Liaising through reporting lines to ensure probation paperwork is completed for all staff as required.
- Provide data to the Senior Leadership Team and for statutory purposes including the annual census return and Governors' reports.
- Input information from the equal opportunities form and produce an annual report for review by the Senior Leadership Team.
- Attending necessary meetings and School events including occasional evenings and weekends.
- Any other duties as reasonably required by the Bursar, Warden, and Head of the Preparatory School.

#### **TERMS AND CONDITIONS:**

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 08.00 – 17.00. School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events.
- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the School holidays by agreement).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities