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***We are totally committed to the safeguarding of children and require an Enhanced DBS (Disclosure and Barring Service) Disclosure for all posts and appointments.***

## **JOB DESCRIPTION**

**Post**

Job Title: HR Coordinator

Responsible to: School Business Manager/Headteacher

Working Hours: 1600 per annum: 1455 hours Monday to Friday 8am to 4pm during term time plus 145 holiday hours.

Grade: D Full Time Salary £19,554, Pro Rated Salary £18,404

Application Deadline: 9am on Monday 14th October

Interview Date: Thursday 17th October pm

Start Date: asap

**Duties**

Recruitment

Coordinate the recruitment of all academic and support staff across the Park Community School.

* Support the creation of appealing and professional vacancy advertisements.
* Place vacancy advertisements (internal and trust wide) and respond to communications from candidates.
* Ensure the school’s website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date by liaising with appropriate colleagues.
* Maximise the value of any wider recruitment services available to the school.
* Track applications, prepare shortlisting packs and invite candidates for interview.
* Apply for references and make follow up calls to referees as requested by the recruitment SLT lead.
* Produce and issue interview programmes, as directed by SLT and individual interview timetables for all staff involved in the process.
* Prepare candidate welcome packs and candidate programmes.
* Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation and reimbursement of expenses as appropriate.
* Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
* Check and process Disclosure and Barring Service (DBS) applications.
* Working with Trust leads to ensure administration of new starter paperwork for the successful candidate.
* Ensure all new staff are issued with appropriate induction documentation and liaise with colleagues to facilitate access to all appropriate resources (IT access, staff ID, keys/fobs, IT equipment etc.)

Employee records

* Support the trust and school leadership team in ensuring the staff appointment register, the ‘Single Central Register of Staff’, is accurate and kept up to date at all times. Collect and request completion of any missing documentation, records, references, etc.
* Ensure that all other employee records in the school’s database (SIMS) are accurate and updated when required.
* Create and update employee personnel files (hardcopy).
* Maintaining compliance regarding record retention and confidentiality.
* Update electronic staff files.
* Record DBS information in accordance with the DBS Code of Practice.
* General filing and shredding.
* Provide staff management information as required by SLT/Governors
* Working with the SBM to complete the Workforce Census.

Operational HR

* Line management of the HR Assistant
* Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner. Liaise with SLT and line managers to ensure appropriate support for colleagues.
* Oversight of staff absence requests, liaising with line managers where appropriate to agree and communicate decisions with staff.
* Resolve in-day cover issues through the cover system and liaison with relevant teaching staff.
* Ensure that the most up to date HR information and resources are accessible for colleagues at all times.
* Support line managers for informal resolutions of issues. Undertake or prompt managers to undertake and record staff absence meetings and return to work meetings as appropriate.
* Deal with incoming email, post and other paperwork.
* Oversee the administration of new starters, leavers and variations to contract and ensure school operational and IT systems are updated accordingly.
* Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
* Assisting with other HR projects where required.
* Manage records of staff absence and provide management information to the leadership team / governors.
* Liaise with the Trust Central Services team regarding contractual issues, workplace policies, HR referrals for professional advice, occupational health and wellbeing Services.
* Ensure that contractors, volunteers and site visitors/users comply with school safeguarding policies and DBS requirements.
* Liaise with trust staff to support consultation for policy creation and implementation and workplace developments.
* Support the internal staff appraisal process.
* Maintain accurate records of staff contracts and structures. Preparing reports where necessary.
* Lead / or / support staff risk assessment process

Payroll

* With the School Business Manager, ensure that regular, consistent and timely information and instruction is given to ensure efficient and accurate payroll.
* Provide administrative support to the annual salary review process.
* Produce and issue annual staff salary statements.
* Facilitate any HR/personnel audit requirements.

CPD

* Under the guidance of SLT, identify and complete regular and relevant CPD and training.
* Maintain an up to date awareness of current employment law and HR best practice.

Safeguarding

* Attend all safeguarding training as required by the school. Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.
* Understand, comply and support the school and Trust wide safeguarding policies.

Other

* To undertake tasks as requested by the headteacher commensurate with this role.

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| **PERSON SPECIFICATION** | | |
| **Category** | **Requirements** | **Ess/**  **Des** |
| **Education/Training** | **Good standard of GCSEs (Maths and English grade C or above)**  **Education to Level 3 standard**  **CIPD qualification or progress towards**  **IT Literate (Microsoft Office)(Google Apps)**  **Experience of using school management information systems (for example SIMs)**  **Willingness to undertake training and self-development** | **E**  **D**  **D**  **E**  **D**  **E** |
| **Experience** | **Experienced and capable of advising on HR issues.**  **Experience working with policies and procedures and confident to advise colleagues on these.**  **Work in an administrative capacity**  **Work in an educational environment**  **Experience of OSHENs/Staff Risk Assessments** | **E**  **E**  **E**  **D**  **D** |
| **Knowledge** | **Up to date knowledge on general HR policies and procedures**  **Manual handling**  **Knowledge of Safeguarding**  **Knowledge of Data Protection**  **Knowledge of computer based information management systems** | **E**  **D**  **E**  **E**  **D** |
| **Skills/Abilities** | **Confident verbal and excellent written communication skills**  **Proven experience working in a fast paced, high pressured environment.**  **Ability to empathise** | **E**  **E**  **E** |
| **Behaviours** | **Empathy & appreciation of diversity and different customer needs**  **Some flexibility in working hours**  **Good team worker** | **E**  **E**  **E** |