



Lewisham Education

SYDENHAM SCHOOL
Dartmouth Road London SE26 4RD

JOB DESCRIPTION

Title:	HR Officer	Grade: Scale 5
School:	Sydenham School	Section: Administration
Post No:	Level 4	Reports to: Head of HR
Hours:	35 hours per week (TTO + INSET+ 10 days in the school holiday = 41 weeks)	

MAIN PURPOSE OF THE JOB

Responsible to the Head of HR for the organisation and provision of the schools HR function, providing an efficient and effective HR Service to all staff.

The HR Officer will deliver a first-class, professional and approachable HR service to the whole school community. The role covers a wide range of responsibilities, including payroll processing, recruitment, HR administration, DBS processing, issuing contracts of employment, and coordinating statutory returns such as the workforce census and other required data submissions.

Main areas of responsibility

1. Organise all aspects of the school's recruitment process from start to end. This will include the oversight of safeguarding for appointing new staff ensuring that all staff are registered and safe to teach and work in schools in line with current legislation.
2. Contribute to the planning, development and organisation of support service systems/ procedures/ policies.
3. Develop and maintain efficient HR administrative systems in school and adapting to meet the changing needs of the school.
4. To support the Cover Coordinator as and when required to ensure that daily cover is organised in a timely manner.

Recruitment

1. Responsible for the school recruitment process, placing adverts for staff vacancies on various platforms and social media to ensure maximum exposure and value for money.

2. Preparing and drafting adverts, calculating salary for support posts, preparing job descriptions, recruitment information and application packs. Dispatch, receipt and monitoring/processing of these.
3. Preparing shortlisting paperwork, schedules for interview processes, including inviting and informing candidates.
4. Overseeing all aspects of recruitment interviews and tasks including ensuring relevant staff are informed of and provide information to interview panels, tasks and interview questions
5. Ensuring recruitment procedure is in line with DfE Safer Recruitment procedures and that all necessary safeguarding and pre-employment checks are undertaken.
6. Maintain the school website (vacancy page) and external advertising platforms including social media.
7. Updating and maintaining the schools MIS system ensuring that all staff data is kept secure and confidential. This includes all files for recruitment and contractual correspondence.
8. Maintaining confidential staff files, filing and updating archive records where appropriate.
9. Monitoring, storing and disposing of documentation related to recruitment including following GDPR expectations
10. Undertake administrative tasks in support of all aspects of the recruitment process. Ensuring that we are in line with the DfE Safer Recruitment procedures and all necessary employment checks are undertaken. including all checks, references, medicals, right to work, DBS etc.,
11. To have full oversight of, and complete, onboarding and induction of all new staff.

ADMINISTRATION

1. To inform the Head of HR of staff queries, concern and opportunities in order to maintain strong ongoing support for all staff
2. To be a point of contact for HR-related queries
3. Administer HR-related documentation, such as offer letters, contracts of employment, pay claims, leavers and pensions information, maternity/paternity letters, jury service, probationary periods, etc.,
4. Coordinate all payroll processing, ensuring compliance within internal policies and statutory requirements, including from preparation to final approval by Head of HR.
5. Manage the DBS process for all staff, Governors and visitors to ensure that they all hold a valid DBS and all checks have been undertaken.
6. Oversee the Schools Single Central Record (SCR)- manual and computerised record/information systems to include input of all staff information. To ensure it is accurate and update at all times.
7. Ensure all contractors, supply agencies and any other establishments with staff working at the school have appropriate clearance to work with young people in an education setting with relevant paperwork in place
8. Maintaining employee records including legal requirements and ensuring staff files are up to date.
9. Analyse and evaluate data/information and produce reports/data/information as required.
10. Assist with the timely completion and submission of census and statistical returns, including those to outside agencies e.g. DfE.
11. Ensure the relevant HR database is up to date, accurate and complies with relevant legislation, by checking, amending and interrogating where necessary so that data is kept up to date for retrieval of information for the production of reports, information for DfE, LA and any other bodies as required.
12. Provide administrative and organisational support to other staff

RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school
- Health & Safety management

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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Selection Criteria

Experience (Essential Requirements)

Previous HR Experience:

Prior experience providing generalist HR support, including onboarding, maintaining employee records, assisting with policy implementation, and responding to staff enquiries in a timely and customer-focused manner.

Recruitment and Selection:

Demonstrated experience managing end-to-end recruitment processes, including coordinating selection activities, supporting hiring panels, preparing documentation, and using HR administrative systems effectively.

Payroll Processing:

Practical experience completing payroll tasks with accuracy and attention to compliance requirements, ensuring timely submission of payroll information and resolving payroll queries efficiently.

Confidentiality and Professionalism:

Proven ability to handle sensitive and confidential information with discretion, maintaining high professional standards at all times.

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 3 or equivalent qualification or experience in relevant discipline
Excellent numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT and other specialist equipment/resources
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Excellent ICT skills
Ability to relate well to children and adults
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Ability to self-evaluate learning needs and actively seek learning opportunities

Skills

- Strong IT skills including use of Word, Excel, Outlook and database entry
- Able to handle volume of work and work effectively under pressure
- Able to work quickly and accurately to deadline
- Able to organise, plan and prioritise own workload
- Attention to detail and good analytical skills

- Good oral and written communication skills

Experience

- Experience of working accurately to deadlines
- Experience of inputting and maintaining electronic data
- Experience of working in a customer-focussed environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed
- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
- Ability to advise managers and others correctly and in appropriate manner
- Ability to plan and develop systems
- Ability to relate well to children and adults
- Ability to negotiate and liaise confidently with all members of the school community and outside agencies
- Ability to self-evaluate learning needs and actively seek learning opportunities

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

- To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.