



Job Description

Human Resources Officer

June 2021

Salary Scale NJC Scale Grade 6/7 point 18-25 paid pro rata

Working Pattern 14.5 hours per week; Thursday-Friday; Term time plus 2 weeks (2 days/holiday hours to be flexibly deployed to meet the needs of the School). Hours are flexible to fit in with the work of the School.
30 minute unpaid lunch break each day (if more than 6 hours a day are worked).

Responsible to Headmaster & Director of HR

Responsibilities

Model and nurture our core values of **commitment, compassion, courage** and **creativity** at all times.

To administer all aspects of the personnel function for the School and carry out other administrative duties as detailed below.

1. Recruitment

- a. Prepare advertisements and place with relevant media (internally and externally).
- b. Ensure all recruitment information is available on the School website for applicants.
- c. Ensure all recruitment information is available on the Folio Vacancy Bulletin for potential Trust applicants.
- d. Answer or direct all applicant enquiries.
- e. Liaise with candidates regarding interview arrangements.
- f. Seek references for shortlisted applicants prior to interview.
- g. Ensure safer recruitment practices are carried out and recruitment panels have at least one member trained in safer recruitment.
- h. Support the interview process.
- i. Organise references for past employees in response to reference requests on behalf of the Headmaster.
- j. Organise schedules for Interviews.
- k. Prepare interview packs for panel members.
- l. Meet and greet candidates and check requested documents.
- m. Organise Staff Induction Programmes.

2. Appointments/Departures

- a. Prepare appointment letters and contracts for new employees.
- b. Prepare letters of variation for existing staff.
- c. Ensure all pre-employment checks are completed (references, DBS, OH referrals, DofE checks etc.).
- d. Liaise with the IT Department to ensure that network and school management system passwords, email and network access are available or disable accordingly.
- e. Prepare acknowledgement of resignation letter for Headmaster and advise IT, Front Office and person with responsibility for the fire evacuation procedure of leaving dates.

- f. Arrange exit interviews for leavers with senior management.
- g. Maintain Department of Education School register by Claiming/Disowning teaching staff as appropriate.
- h. Input basic employment information onto relevant School Management System to generate email accounts and enable cover.
- i. Input contracts and salary information into the School's payroll database (VERA) and close upon leaving.
- j. Input contract/salary/Safer recruitment information onto EveryHR and archive upon leaving.

3. Sickness Absence Management

- a. Prepare documentation for Occupational Health.
- b. Carry out Stress Risk Assessment when required.
- c. Advise on annual leave entitlement.
- d. Monitor absence and advise management.

4. Recruitment and Retention

- a. Acknowledge response to applications for recruitment and retention bonuses/honoraria.
- b. Input information onto School's payroll and management systems.

5. HR Records

- a. Ensure that all HR records are maintained.
- b. Ensure that all HR records for leavers are archived and retained in accordance with GDPR requirements.

6. Advice

- a. Provide advice to staff on their rights e.g. maternity, paternity, disciplinary etc.
- b. Give advice to senior management on Safeguarding procedures.
- c. Give advice on Capability and Disciplinary Procedures and attend meetings.

7. Policies

- a. Update HR related policies in conjunction with Trust Director of HR to ensure they are compliant with current legislation.
- b. Maintain HR related policies on the shared Google drive.
- c. Ensure the correct policies are posted on the School website.

8. Additional Duties

- a. Ensure all staff have received and signed Staff Code of Conduct and KCSIE Part 1 (annually).
- b. Review and upload the School Workforce Return to the Department of Education during the autumn term.
- c. Prepare correspondence for staff wishing to take maternity/paternity leave/statutory leave and ensure payroll is informed.
- d. Undertake maternity risk assessments.
- e. Prepare annual salary statements for all staff in the autumn term post ratification by the Trust Remunerations Committee.
- f. Work with Headmaster and line managers to ensure all staff have an up-to-date job description.
- g. Maintain an up-to-date Single Central Record of staff in accordance with DfE guidelines.
- h. Named person at the School for conviction notification from disclosure service.
- i. Prepare/monitoring data on staff recruitment and promotions (tracker).
- j. Maintain the Safeguarding training register and organise and prepare all correspondence in relation to safeguarding/Prevent training in association with the relevant Deputy Headteacher.
- k. Organise safeguarding/Prevent training for appointees after September INSET day.

- l. Organise Designated Safeguarding Lead training for senior management and Year Leaders.
- m. Proof-read and distribute appraisal letters on behalf of senior management.
- n. Ensure PGCE/SCITT Associates undertaking placements/training in the School have relevant checks in place.
- o. Prepare induction packs for PGCE/SCITT Associates to include relevant policies and staff code of conduct. Issue Staff Induction Programmes for PGCE/SCITT Associates to relevant line manager.
- p. Submit data to the Office for National Statistics for Annual Survey of Hours and Earnings for identified members of staff.
- q. Draft resume of starters and leavers for the School's end of term newsletter for the Headmaster.
- r. Maintain staff and department lists and WCGS Directory, ensure staff list on website is updated.
- s. Maintain list of contractors and outside agencies for the Front Office to establish safeguarding status; audit termly with Premises Manager.
- t. Complete Risk Assessment for Convictions.
- u. Complete Risk Assessments for Pre-DBS clearance employment.
- v. Prepare Probationary period correspondence.

Signature: Print name:

(Postholder)

Date:

Signature: Print name:

(Headmaster)

Date:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employments checks in line with safer recruitment requirements.

Person Specification

Human Resources Officer

June 2021

Criteria	Essential	Desirable
Educated to A Level standard		x
English, Maths GCSE (or equivalent) at Grade C or above	x	
HR or Personnel related qualifications	x	
Skills , Knowledge & Experience		
Highly organised with good administrative skills	x	
Good working knowledge of Microsoft Word and Microsoft Excel	x	
Good understanding of the DBS application process and Single Central Record Maintenance		x
Good understanding and previous experience with EveryHR, SIMS and payroll software		x
Experience of working in an Education environment		x
Experience of preparing and running HR related reports from HR systems		x
Personal Qualities		
<ul style="list-style-type: none"> • Trustworthy and able to handle and process confidential information appropriately. • Show an understanding of safeguarding responsibilities and the need to work within the School's Child Protection Policy. • Appreciation of the issues of confidentiality and adherence to data protection regulations. • Ability to form good working relationships with staff and comfortable in a school environment. • Good oral and written communication skills that will enable you to discuss and handle confidential personnel issues discreetly. • Calm demeanour. • Good organisational and time management skills and the ability to work under pressure. • Able to operate well within a team and independently. • A high degree of professionalism in your approach to work and tasks set. • Present a good role model for students. • A good sense of humour. • Willing to undertake and commitment to continuing professional development (we expect that a process of continual professional development supports improvement in identified areas as part of the School's appraisal system). 		