

HR Officer JOB DESCRIPTION



WILLIAM FARR CHURCH OF ENGLAND COMPREHENSIVE SCHOOL

JOB DESCRIPTION

JOB TITLE:	HR Officer
POST HOLDER:	
GRADE:	WFS 4 or 5 (pro rata) (dependent on qualifications and experience)
REPORTS TO:	School Business Manager
Hours Worked per Week:	37
Weeks Worked per Year:	41 weeks (Term Time plus 2 weeks)
Weeks Paid per Year:	47.4699
Holiday Entitlement must be Taken During Periods of School Closure	
1.	PURPOSE OF JOB
1.1	To work with the Headteacher (HT), School Business Manager (SBM) and the external HR provider to deliver a high-quality support and administration service in the HR Office to all existing and prospective employees of the school.
2.	MAIN HR RESPONSIBILITIES, TASKS & DUTIES
2.1	<p>To support on the administration of the recruitment process in line with DfE “<i>Safer recruitment</i>” guidelines, staffing appointments and all related HR matters, including payroll and pensions.</p> <p>Recruitment</p> <ul style="list-style-type: none"> • To assist with the advertising campaigns appropriate to the roles available. • To assist with the screening of candidates to include collation of job applications for shortlisting, arranging interview schedules and managing the interview process, ensuring compliance at all stages of the recruitment process. • To assist with the drafting and/or writing of letters of appointment and to provide any associated documentation during the employment life cycle of the member of staff. • To assist with the safer recruitment training requirements for all interviewers. • To assist with the arrangement of the interview schedules and the interview process, helping to ensure compliance with safer recruitment guidelines at all stages of the recruitment process.

HR Officer JOB DESCRIPTION

	<ul style="list-style-type: none"> To assist with the induction process for all new staff at all levels to ensure all regulations are met.
2.2	To assist HR to pro-actively manage the Absence Management Policy, including sickness absence, return to work interviews, monitoring trends & trigger points, and producing reports as requested.
2.3	To assist with recommendations for referral to the school Occupational Health provider, to arrange meetings with staff as required, collect reports and disseminate to the appropriate member of the SLT as appropriate.
2.4	To assist with the resolution of queries from employees, prospective employees, and other outside sources as directed and required.
2.5	To assist with and provide administrative support on safeguarding training (6-year LCSB), new staff induction, Newly Qualified Teachers' forms, Threshold applications and documentation (Teachers), Performance Management (Teachers) and Appraisal (Support Staff) systems.
2.6	To undertake administrative work for projects and casework as directed, e.g. appeals, disciplinary/capability meetings, structure changes, redundancies, etc.
2.7	To assist and/or participate in confidential HR meetings as and when required.
2.8	To assist in maintaining confidential records relating to staff, including recording of all sickness or other absences, contractual changes, etc.
2.9	To be proactive in working with colleagues to identify areas where HR systems and practices can be made more efficient and streamlined to always ensure ' <i>best value</i> '.
2.10	To assist with ongoing HR issues as directed/required, including changes to contracts, holiday entitlements, staff (teaching and support) eligible for progression and resignations of staff.
2.11	To assist in ensuring all documentation, including letters and employment contracts for staff with regards to all HR issues and our statutory obligations, are produced and issued in a timely manner.
2.12	To assist in ensuring contracts of employment and associated amendments to contracts are processed in accordance with statutory timescales.
2.13	To assist in maintaining paper and/or electronic copies of staff personal contracts and returns of Acceptable Use Policy and Safeguarding Records from staff.
2.14	To assist in maintaining staff personnel files and input data and ensure they are both correct and fully in line with our statutory and DfE obligations.
2.15	<p>To assist in ensuring and maintaining accurate staff record keeping and administration to support the HR function within the school:</p> <ul style="list-style-type: none"> Records are in electronic format, including Bromcom and Edupay. Necessary documentation for employment and pay.

HR Officer JOB DESCRIPTION

	<ul style="list-style-type: none"> • The staff database, including changes to conditions, leave entitlements, review dates of staff probation, etc. • Update HR section of the staff handbook as and when required. • Ensuring safeguarding records are kept up to date (Single Central Record). • The maintenance of confidential staff records and to ensure that they are held confidentially.
2.16	To assist in responding to outside agencies in line with our GDPR obligations requesting confidential information regarding staff salaries for property purchasing/letting purposes.
2.17	To assist, in consultation with the HR provider, updating, maintaining and correct errors in the HR sections of the Annual School Workforce Census required by DfE, e.g. on contracts, absences, holidays, etc.
2.18	<p>To assist, in consultation the HR provider and Designated Safeguarding Lead to ensure our Single Central Record/DBS and Safeguarding requirements and obligations are met and are in line with the school policy.</p> <ul style="list-style-type: none"> • Ensuring the Single Central Records for academies within the school are kept up to date. • To assist in ensuring that DBS checks are in place for all adults working with our students, including but not limited to staff, supply staff, volunteers, governors and members.
2.19	To assist in ensuring job descriptions are reviewed, remain relevant, kept updated and stored electronically.
2.20	To contribute to systems and office procedures to ensure the smooth running of the school's HR function.
	MAIN PAYROLL RESPONSIBILITIES, TASKS & DUTIES
2.21	To assist with the submitting to Payroll all relevant documentation in a timely manner.
2.22	To assist with the submitting of pension information to all relevant parties.
3.	<p>MANAGEMENT OF PEOPLE</p> <p>No direct management of people.</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct supervision.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Creativity is a feature of the job but exercised within the general framework of recognised procedures.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Contact with Headteacher, SBM, Senior Leadership Team, external HR provider, all employees at the school, Occupational Health, Payroll providers and outside agencies.</p>

HR Officer JOB DESCRIPTION

	Contacts on well-established matters with initial support in situations where the content and outcome are not straightforward, e.g. staff unhappy with contracts, working hours and appraisal reviews.
6.	DECISIONS
	<p>a) Discretion –</p> <ul style="list-style-type: none"> • Work is mainly carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives and advice may be sought from our HR Advisers as required.
	<p>b) Consequences –</p> <ul style="list-style-type: none"> • Decisions made may have a material effect on the provision of service to staff.
7.	RESOURCES
	<ul style="list-style-type: none"> • Assist in the maintenance and security of all HR records and systems (220+ staff). • Assist in the safer recruitment checks, Single Central Record, and safekeeping of documents for new appointments.
8.	WORK ENVIRONMENT
	<p>a) Work Demands –</p> <ul style="list-style-type: none"> • Meeting various deadlines, e.g. payroll, a timely response to phone calls and e-mails, correspondence to ensure adherence to fixed deadlines contained within the policies and procedures of the school. • Post-holder will need to re-prioritise on a regular basis to manage workload effectively and respond to changing demands and continuous interruptions daily, e.g. requests from the SLT, Line Managers, Support and Teaching Staff.
	<p>b) Physical Demands –</p> <p>Work requiring normal physical effort mainly sitting at a computer.</p>
	<p>c) Working Conditions –</p> <p>Work normally performed in a heated, lit, and ventilated indoor environment; may be exposed to occasional noise or outside conditions.</p>
	<p>d) Work Context –</p> <p>Work involves minimal risk to personal safety or injury, illness or health problems arising from the environment or the public/clients.</p>
9.	KNOWLEDGE AND SKILLS
	<p>Qualifications</p> <ul style="list-style-type: none"> • Essential to have CIPD level 3 or equivalent qualification or experience in relevant HR discipline.

HR Officer JOB DESCRIPTION

	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Desirable to have experience of HR within an educational setting and a working knowledge and understanding of school terms and conditions of service. • Experience of dealing with colleagues in a professional, polite, and proactive manner and maintaining confidentiality. • Working knowledge of relevant policies, codes of practice, legislation employment law and recommended good practice. • Working knowledge and understanding of the General Data Protection Regulation and a willingness and commitment to ensure compliance with this regulation and any associated data-related legislation. • Experience of using word, spreadsheets and databases and ability to meet deadlines e.g., payroll and contractual HR documentation. • An understanding of the importance of safeguarding and promoting pupil wellbeing. • To understand and be able to help deliver the school vision. <p>Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to relate to a wide range of audiences. • Ability to work strategically. • The effective use of specialist ICT packages. • Able to work to multiple deadlines and prioritise workloads. • Able to work independently, know when to seek advice, as well as being an effective team member. • Effective report preparation and recording skills. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Professional, confident, team player and self-motivated with a can-do attitude. • Excellent communication, persuasive, and interpersonal skills. • Excellent attention to detail with a high level of accuracy. • Always maintains a high level of confidentiality and discretion. • Demonstrates effective listening and inquiry skills. • Demonstrates tact, diplomacy and an understanding of staff needs. • Ability to relate well to children and adults. • Makes sound decisions based on fact.
10.	GENERAL
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>	
<p>Health and Safety - The post-holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>	

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JOB DESCRIPTION**

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Post-holder]
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