



HR Officer

JOB DESCRIPTION

GENERAL

The purpose of this job description is to outline the main responsibilities of the HR Officer. It is not restrictive and includes any other reasonable requests that may arise. The safety and well-being of the children in School is paramount at all times. The HR Officer has a responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The HR Officer will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the HR Officer becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Headmaster.

The Role

To aid the Bursar by providing an efficient administrative support function, enabling the development, implementation, maintenance and monitoring of robust HR processes and policies throughout the School. A large part of the role is to help ensure that all aspects of HR regulatory compliance required of independent schools is recorded and adhered to.

Key areas of responsibility

- to provide a progressive HR service to the Executive Group management team and all staff;
- to update and maintain the Single Central Register ensuring regulatory compliance;
- to provide up to date HR advice and support suitable for the school environment;
- to update HR policies and procedures;
- provide accurate and timely HR support and advice;

Key tasks

Recruitment and Induction

- ensure the effective and accurate administration of recruitment; ensuring safer recruitment requirements are met
- coordinate adverts ensuring these are placed on the relevant advertising locations;
- collate job applications for shortlisting, arrange interviews, request references, prepare offer letters and contracts;
- greet applicants arriving for interview;
- obtain enhanced DBS disclosures and other regulatory paperwork for newly appointed staff;

- work closely with Payroll to ensure all starters, leavers and amendments have been recorded;
- respond to references requests in a timely manner;
- co-ordinate the new starter process, including induction arrangements post-induction arrangements and probation;
- support the process for ensuring all successful applicants have the right to work in the UK, including the administration of new visas monitoring existing visa expiry and extension requirements and ensuring compliance with UK Border Agency guidelines;
- monitor and produce data from recruitment equal opportunities returns.

Performance management

- administer the teaching and support staff performance management systems, ensuring all employee appraisals are completed by set deadlines; including probation
- plan training sessions monitor and record CPD
- record and monitor staff attendance/absence

Terms and conditions

- ensure adherence to the working time directive;
- create and maintain employee records in accordance with ISI Compliance, employment law and GDPR;
- be responsible for accurate contract administration.

HR systems

- ensure the HR database is up to date with accurate information and complies with the relevant legislation;
- ensure all HR related documentation is completed and data is captured in a timely and accurate manner;
- liaise with Payroll to ensure accurate administration;
- keep accurate sickness and attendance records for staff using the HR database;
- proactively monitor sickness absence and help manage long term sickness.

General HR processes

- maintain employee files;
- maintain up to date records of job descriptions;
- ensure annual staff declarations with regard to health & safety, safeguarding and administration procedures are collated and centrally recorded in a timely fashion;
- provide clerical support in disciplinary, grievance or staff care referral procedures;
- Provide information to staff on HR related matters;
- assist with policy formulation and implementing new policies;
- support the Bursar with all Employee Relations issues;

Person Specification

Experience and Skills

Essential

- educated to A-Level standard or equivalent;
- excellent IT literacy including Microsoft Office;
- organized, meticulous and a first rate administrator;
- working knowledge and experience of relevant HR issues and recruitment;
- ability to develop good working knowledge of HR policies and practice;
- awareness of Company and Charity law;
- understanding of General Data Protection Regulations (GDPR);
- self starter with a high level of time management and planning skills;
- high level of honesty and integrity;
- unquestionable understanding of confidentiality;
- ability to reflect, review, learn and change if appropriate;
- excellent interpersonal skills, being able to deal with staff at all levels;
- flexible approach to working hours to ensure requirements are met;
- empathetic to the plight of others and flexible enough to adapt expectations to support others' needs and challenges;
- strong intellect coupled with a sense of humour.

Desirable

- Certificate or Diploma in School Business Management;
- CIPD qualified
- Experience of working in a school environment.

Terms of Employment

- 25 hours per week (excluding 30 minute unpaid lunch break);
- Hours negotiable but ideally over 5 days per week, 52 weeks per year;
- Attendance at all inset days;
- 5 weeks holiday;
- Staff pension scheme;
- Free breakfast and lunch available when the school's catering facilities are open;
- Staff fee remission subject to terms and conditions.