



JOB DESCRIPTION

Job Title:	HR Officer	Department:	Human Resources
Hours of Work:	Monday to Friday, 08:30 to 16:30 (30-minute unpaid break), 52 weeks per year		
Responsible To:	Head of HR	Responsible For:	N/A

Summary of Role:

To provide a customer focussed service to the school and its stakeholders, this is a brand-new role which shall complement the work of our existing HR Officer. Key responsibilities include leading on resourcing (predominantly support staff), payroll, employee life cycle and HR transactional activities. The postholder will work closely with managers and department heads to provide guidance, advice and assistance.

Specific Responsibilities

- To contribute to the employee relations function, providing first and second line advice and guidance to key stakeholders on employment and HR matters.
- Support with all areas of HR compliance, including the SCR, ISI inspection and audit.
- To lead on support staff resourcing and onboarding activity (also supporting with academic).
- To lead on HR operational activity across the employee lifecycle, to include absence management, probation, performance, and staff wellbeing/health matters.
- To contribute to the continuous improvement of HR systems and practices.
- To undertake HR projects as and when required.
- To manage staff data and run reports where necessary for staff monitoring.
- Undertake HR administration duties as required.

Compliance

- Ensure all vetting and onboarding documentation is signed off, secure and filed appropriately.
- Ensure all offers and contracting are compliant and signed off by the appropriate senior member of staff.
- Participate in internal and external audits of the SCR to maintain compliance.
- Participate in ISI inspections, providing documentation as requested.
- Assist with internal and external audits (including payroll), providing documentation requested.
- Generate data and reporting, as required.
- Single Central Record:
 - Update the SCR for all onboarding activity, supporting colleagues with checking entries where appropriate.
 - Ensure all staff information is recorded on the SCR from day 1 of employment, ensuring safeguarding compliance.
 - Ensure risk assessments are completed for staff or stakeholders without appropriate school sourced DBS if operation critical hire.
 - Liaise with relevant stakeholders to ensure that contractors and governance information is recorded on the SCR and that the associated vetting is compliant.

Resourcing and Onboarding (Support Staff)

- To lead on all operational activities relating to recruitment and selection for support staff.
- Support, and deputise for, the other HR officer on occasion with academic recruitment and selection, particularly during busy resignation periods.
- Deployment of timelines and deadlines, in liaison with hiring managers, for recruitment and resignation periods.

- Work with hiring managers to create the ATR, application packs (JD/PS) and explore appropriate avenues for advert depending on type of role.
- Post job ads on preferred websites and publications, including internal advert to all School employees.
- Receive, process and file applications.
- Prepare scheduling and lead on the selection process, including 'on the day' logistics.
- Administer pre-selection process checks, for shortlisted candidates, including gaps in employment, suitability declarations and references.
- Prepare packs for panels, ensuring all paperwork is collected in at the end of the process and interview notes etc have been completed fully.
- Correspond with candidates to arrange interviews and necessary follow up.
- Provide the relevant information to the Head/Bursar or other senior leader/hiring manager to contact successful and unsuccessful candidates for offer and feedback.
- Liaise with the Bursar regarding pay and send out offer letter as soon as possible after the verbal offer.
- Undertake all pre-employment vetting checks, in line with ISI and KSCIE requirements, using appropriate sign off forms as guidance and checking anything with HHR if unsure about relevant checks.
- Create the contract of employment, following up with new staff member for signature.
- Ensure staff file is sent to the Bursar at least one calendar week in advance of start date for sign off.
- Ensure the 'clear to start' email is sent to the candidate at least four calendar days before their start date.
- Send out the induction email to all internal stakeholders in good time to ensure that the appropriate logistical arrangements are in place including IT and timetabling.
- Create an induction programme, liaising with the appropriate stakeholders including department managers/SLT to ensure induction arrangements are in place.
- Ensure mandatory training (KCSIE, Prevent) is completed by new staff in advance of start date, monitoring and following up if not completed.
- Ensure all new starters are administered onto the PASS HR database and ISAMS.
- Print photo ID pass and provide lanyard on first day.
- Undertake the HR day 1 briefing with new support staff to include induction programme, information regarding payroll and EAP.
- Book in the safeguarding day 1 briefing with DSL or DDSL.
- Ensure all leavers are recorded on PASS, removed from the SCR and relevant equipment and items are collected. Also liaise with IT regarding closure of profile and email accounts.
- Ensure all leavers' resignations are acknowledged and exit survey is sent ASAP.
- Working with HHR and HRO in reviewing and updating processes to ensure efficiencies.

Employee Life Cycle

Absence management

- Administer and process all leave of absence requests received in the HR in box, ensuring appropriate supporting documentation is provided and is recorded on appropriate database (currently PASS).
- Create monthly absence management trigger reports for DH and HHR for follow up action, and record in the payroll folder, identifying any areas for deductions/adjustments.
- Liaise with staff on absence management queries.
- Lead on absence management cases, attending meetings with staff who have hit triggers, escalating to HHR for complex cases or if dismissal is a potential outcome.
- Support with follow up action such as occupational health referrals in relation to absence management meetings, liaising with department managers and senior leaders.
- File all informal and formal paperwork in relation to absence management on staff files.

Staff wellbeing and health

- Identify opportunities to maximise staff wellbeing and health, working closely with the HHR to evolve and extend the school's offer.
- Support with the Mental Health First Aider programme, leading on associated administration.
- Lead on all maternity/paternity cases, providing advice and guidance, completing associated paperwork and risk assessments and monitoring timelines accordingly.
- Support all staff by referring to OH or EAP where required, escalating any complex cases to the HHR.
- Champion staff wellbeing by supporting and attending any appropriate staff forums.

Performance and probation

- Support the logistical and administration function around performance and probation processes.
- Book in target setting, interim and full probation meetings at point of induction, monitoring deadline dates and following up with managers where appropriate.
- Follow up and file relevant documentation on file and chase up where appropriate.
- Liaise with the HHR in the case of any escalation of poor performance during probation and support with follow up.
- Ensure all probation paperwork is properly completed, signed/dated and filed.
- Ensure line managers have all paperwork required to complete probationary meetings.
- Collate and file all performance/appraisal paperwork (support staff).
- Liaise with AH (staff performance) re teachers' appraisals, ensuring paperwork is filed in a timely fashion.

Payroll

- Liaise with Payroll administrator, ensuring all information related to starters, adjustments, leavers, etc, is filed in good time.
- Assist in resolving pay queries and support the administration of payroll.
- Support the administration associated with annual pay review including correspondence, payroll notification, etc.
- Administer pay and benefit activities as appropriate.

Employee Relations

- Support and advise line managers.
- Support and advise during any employee relation issue.
- Support and advise maternity, adoption, paternity and shared parental leave, providing advice and guidance and carrying out risk assessments.
- Support the training and development of staff, e.g. research and source courses, organise training sessions etc. Liaise with Managers and the Senior Teacher (Academic Development) as required.
- Support investigating officers and senior leaders acting as the HR advisor on disciplinary and grievance meeting, escalating complex matters to the HHR for attendance at such meetings.
- Type and send correspondence, including meeting invitations, in line with proforma documentation/ policy.
- Prepare packs, including statements/evidence.
- Take minutes at disciplinary/grievance meetings.
- Send minutes to all parties in a timely fashion, ensuring documentation is filed accordingly.
- Administer all correspondence in relation to employee relations casework, in line with proformas and policies, filing accordingly.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • CIPD Level 3 qualified or equivalent experience. • At least 2 years' experience in an HR role. • Proven experience of giving professional advice. • Intermediate IT skills in Microsoft with experience of using an HR database. • Able to provide pragmatic HR advice to senior staff and managers. • Knowledge of employment law and how to apply it in practice. • Excellent written and spoken communication skills. • Willingness to keep up to date with employment legislation and current HR thinking. • Experience of creating new systems and processes to develop efficiency. 	<ul style="list-style-type: none"> • CIPD Level 5 qualification. • Bachelor's degree in a related discipline. • Experience of working within a school HR function.
Personal Skills	
<ul style="list-style-type: none"> • Approachable with excellent people skills. • Discreet, with the ability to maintain high levels of confidentiality. • Effective communicator with strong listening skills. • Calm under pressure. • Able deadlines. • Strong team player, able to work with stakeholders at all levels of the organisation. • Confident to use initiative and make decisions. • A role model upholding a high standard of professionalism. • Ability to build strong working relationships with internal and external parties. • Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands. • Strong attention to detail. • Ability to deal calmly, professionally and effectively with staff at all levels, challenging inappropriate or unacceptable behaviours where necessary. • Committed to their own continuous personal development. • Solution focused. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Able to operate at the heart of the school community. • Committed to the Sacred Heart Values. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> • Understanding of the Central Single Register

TERMS AND BENEFITS

- **Start Date:** ASAP
- **Working hours.** This is a full-time role, Monday to Friday 8.30-4.30, 37.5 hours per week, 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role.
- **Salary.** Scale 26-29.5 £28,373-£31,995.
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- **Pension.** You will be auto enrolled into the School's pension scheme (after three months of service), which includes life assurance.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fee remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.