**JOB DESCRIPTION**

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| **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:**The HR Advisor is responsible for providing support to the various HR functions across Woldingham School including resourcing, reward and recognition, performance management and HR transactional activities. Working closely with managers and department heads to provide advice and assistance where required.

**Specific Responsibilities:**

1. To provide first and second line advice and guidance to managers and staff on employment matters and HR issues.
2. To lead on all HR operational activities across the employee lifecycle.
3. To contribute to the continuous improvement of HR systems and practices.
4. To undertake HR projects as and when required.
5. To manage staff data and run reports where necessary for staff monitoring.
6. Undertake HR administration duties as required.

**Resourcing**

1. To lead on all operational activities relating to recruitment and selection.
2. To take responsibility for the school recruitment process including creating/updating Job Descriptions/Person Specifications, the creation and placing of adverts, involvement in interview and administering pre-employment checks.
3. To prepare offer documentation and contracts for new starters.
4. To ensure that all pre-employment checks are completed in line with the School’s Recruitment and Safeguarding Policies.
5. To update the Single Central Register (SCR).
6. To lead on the Support Staff induction process from start to finish, supporting the management of the Induction programme ensuring that new staff are able to settle in quickly.
7. Liaise with Heads of Department to ensure all staff receive regular reviews during their probationary period and send out confirmation in post letters.
8. Ensure all new starters are administered via the PASS HR database and ISAMS.

**Reward and Recognition**

1. Liaison with Payroll, ensuring all information related to new staff, staff changes, leavers, etc., is forwarded in good time; assist in resolving pay queries and support the administration of payroll.
2. Support the administration associated with annual pay review including correspondence, payroll notification, etc.
3. Administer pay and benefit activities as appropriate.

**Performance Management**

1. Support and advise line managers on performance management issues.
2. Support and advise during any employee relation issue.
3. Liaise with the School’s legal advisors as appropriate.
4. Manage maternity, adoption, paternity and shared parental leave, providing advice and guidance and carrying out risk assessments.
5. Monitor all staff absence. Run reports regularly to provide data on absence levels.
6. 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.
7. Prepare documents and letters for staff changes.
8. Oversee leavers including exit interviews and correspondence.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * CIPD Level 5 qualified or equivalent experience.
* Experience of working in a busy HR department.
* 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.
 | * Experience of supporting payroll.
* Safer Recruitment Trained
* Experience working within a school environment
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| **Personal Skills** |  |
| * Approachable with excellent people skills.
* Able to maintain high levels of confidentiality.
* Effective communicator with strong listening skills.
* Able to stay calm under pressure and meet deadlines.
* A strong team player, able to work with all members of staff.
* Confident to use own 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.
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| **Ethos and Whole School Values** |  |
| * 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.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
 | * Understanding of the Central Single Register
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**Terms and Benefits**

* **Start Date:** asap.
* **Working hours**. This is a full-time role, Monday to Friday, 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**. Competitive, depending on experience.
* **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.** The HR Officer will be auto enrolled into the School’s pension scheme, 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 fees 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 normal entrance requirements.