



## JOB DESCRIPTION

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

### Summary of Role:

Providing 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

- Take responsibility for vetting and onboarding, including offer and contracting.
- Participate in internal and external audits, including ISI.
- Generate data and reporting, as required.
- Administer the Single Central Record.

### Resourcing and Onboarding (Support Staff)

- Lead on all operational activities relating to recruitment and selection for support staff.
- Support, and deputise for, the other HR officer on occasion for academic recruitment and selection, particularly during busy resignation periods.
- Oversee new starter induction process.
- 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 relevant systems.
- Take responsibility for administration of leavers.
- Work 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.
- 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.
- Lead 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, 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/health, working with the HHR to evolve the offer.
- Support with the Mental Health First Aider programme, leading on associated administration.
- Lead 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 complex cases to the HHR.
- Champion staff wellbeing by supporting and attending appropriate staff forums.

### *Performance and probation*

- Support the logistical and administration function around performance and probation processes.
- Liaise with AH (staff performance) re teachers' appraisals, ensuring paperwork is filed in a timely fashion.

## **Payroll**

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

## 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 29.5-31.5 £31,995-£34,044
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will usually 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.** Subject to Governors' discretion, school fee remission may be available 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.