| **POST: HR Officer GRADE: 6** | | | |
| --- | --- | --- | --- |
| **SKILLS/ ABILITY/ EXPERIENCE** | **TO DO WHAT?** | **HOW WELL?**  **NOW OR WITH TRAINING?** | **HOW IMPORTANT AT THE TIME OF APPOINTMENT?** |
| **KNOWLEDGE**  A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths or equivalent  A secure knowledge of HR practices and procedures gained through 2 years’ experience of HR Administration, preferably in a school environment.  Level 3 foundation CIPD qualification (or willingness to work towards this once employed)  Knowledge and experience of updating information management and payroll systems, preferably in a school environment | To demonstrate a good level of literacy and numeracy and provide a theoretical context for the role  To provide a comprehensive HR administrative service to the school and provide advice to management on HR & recruitment policies  To assist with payroll and HR data input, analysis and reporting | Now  Now  Willingness to complete qualification  Now but training will be given in specific school systems and processes | 5  5  4  5 |
| **MENTAL SKILLS**  Ability to analyse and interpret information  Ability to solve problems use own judgement and investigatory skills | To analyse HR/Payroll data and present information to colleagues and Governors.  To provide comprehensive assistance to staff with pay and contractual issues, investigating systems where necessary | Now  Now, but training will be given in specific school systems and processes | 5  5 |

|  |  |  |  |
| --- | --- | --- | --- |
| **INTERPERSONAL & COMMUNICATION SKILLS**  Ability to communicate a variety of information and ideas effectively to a range of audiences, through good written and oral communication skills  High levels of tact, diplomacy, discretion, persuasion and respect for confidential information  Ability to work well as a member of a team | To develop and maintain effective working relationships with colleagues, students and “partners” of the school (Parents, Governors, Visitors, outside agencies etc.)  To produce and maintain HR and payroll records  To liaise with candidates and outside agencies regarding recruitment activities  To advise senior members of staff on established HR procedures and inform them of their responsibilities, by persuading and ensuring policies are followed correctly  To protect the right of all staff to have their information treated both confidentially and with respect.  To obtain essential information from Senior staff, who may have different priorities, in order to support effective and timely recruitment  To support colleagues and maintain effective working relationships | Now  Now  Now | 4  5  5 |
| **PHYSICAL SKILLS**  Excellent and accurate ICT/keyboard skills and database use | To record, extract and manipulate HR information on school systems and databases.  To administer and maintain school records and computer systems to input data, run various reports and make returns  To update all HR documentation, contracts, adverts, payroll information and statistics  To draft HR outcome letters  To be responsible for yearly incremental progression on payroll systems | Ability and experience now; training in specific school systems and processes | 5 |
| **INITIATIVE & INDEPENDENCE**  Ability to work on own initiative and plan and organise own workload | To ensure timely production of information and to deal with conflicting priorities and deadlines  To resolve payroll and contractual problems independently  To lead on organising the schools recruitment process and activities  To ensure payroll information is accurate and correct and updated as necessary | Now | 4 |
| **MENTAL DEMANDS**  Ability to concentrate for medium periods of time  Ability to handle potentially emotive situations  Ability to work accurately in a busy and often noisy office with many interruptions. | To take minutes at meetings and disciplinary hearings, write invite and outcome letters, run reports and data analysis  Collate and review workforce census data and ensure timely submission to the appropriate authorities  To attend meetings as minute taker and remain calm and detached  To ensure the accuracy of staff data and payments on the monthly payroll totalling £330,000  To organise the recruitment process and associated activities | Now  Now  Now | 5  5  5 |
| **RESPONSIBILITY FOR PEOPLE**  Understanding of key safeguarding issues and procedures | To ensure correct reporting and monitoring of any safeguarding issues across the school  To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information | Awareness of the sensitivity of these issues now. Training in school procedures given | 5 |
| **RESPONSIBILITY FOR SUPERVISION**  Knowledge of HR policies and procedures | To advise leadership team and staff on established HR policies in relation to absence management procedures and practice  To draft letters and provide administrative support for absence management, disciplinary and grievance casework | Training in school procedures given | 3 |
| **FINANCIAL RESPONSIBILITY**  Responsibility for entering staff details onto the Payroll. | To ensure correct salary payments are made to all staff (Approx 150 staff). Monthly payroll value circa £330,000 | Ability and experience now; training in specific school systems and processes | 5 |
| **RESPONSIBILITY FOR PHYSICAL RESOURCES**  Excellent database & payroll system skills | Manage the annual increment processes for Teaching and Support staff updating records on SIMS  To draft letters and provide administrative support  Creating interview letters, shortlisting & interview packs.  Prepare and, issue contractual and payroll documentation  Maintain records of fixed term and temporary contracts | Ability and experience now; training in specific school systems and processes | 5 |