GENERIC JOB DESCRIPTION

POST TITLE: HR Officer

POST NO:

GRADE: 6

CONTRACTUAL

ARRANGEMENTS:

ACCOUNTABLE TO:

**PURPOSE OF THE JOB**

To provide an effective and efficient HR administrative and advisory service to the

School and the leadership team

## key Accountabilities

1. Ensure that all HR information, whether on I.T. systems or paper, is accurately recorded, managed, updated and analysed to provide a high quality HR service to the school and timely management information to the school’s leadership team.
2. Collate and review workforce census data and ensure timely submission to the appropriate authorities
3. Manage the organisation of all recruitment activities for the school including the responsibility for
   1. Identify early indications of recruitment requirements and initiate actions under the recruitment processes in order to ensure continuity of staffing.
   2. Review and update job descriptions and person specifications
   3. Create and place advertisements with external agencies
   4. Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs, arranging lesson objectives, arranging student tours and interview panels
   5. Ensure the completion of all pre-employment checks
   6. Creating offer letters and contracts of employment
   7. Ensure all staff are entered on the Single Central Record.
   8. Ensure letters of clearance for external agencies/contractors are regularly renewed.
4. Prepare and, issue contractual and payroll documentation in liaison with the Business Manager.
   1. Create new contracts and issue amendments to existing contracts
   2. Maintain records of fixed term and temporary contracts and take appropriate actions to extend/end all appropriate record
   3. Manage the annual increment processes for Teaching and Support staff updating records on SIMS and notifying payroll
   4. Enter payroll changes to the system ensuring all staff are paid correctly
   5. Produce annual salary statements for teaching staff in accordance with the Schoolteachers’ Pay and Condition Document.
5. Staff absence
   1. Provide advice and guidance on established HR absence policies and procedures to senior management
   2. Provide regular reports of staff absence identifying and advising the Senior Leadership Team of any potential issues that need addressing
   3. Liaise with management to ensure that return to work interviews are held for each absence and maintain appropriate records
   4. Where necessary support return to work interviews
   5. Make Occupational Health referrals where appropriate and liaise with the Business Manager regarding recommendations and reports
6. Manage the administration of individual HR cases involving the school’s absence, disciplinary and capability procedures including drafting formal invite and outcome letters, reports and minutes as required.
7. Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school.
8. Manage the co-ordination of filing for the performance management process for all support staff, ensuring that reviews are completed to agreed timescales and where necessary alerting the PM Co-ordinator of outstanding reviews to be chased.
9. Organise support staff in-service training and professional development on CPD day
10. Ensure all personnel advice, practice and procedure are compatible with SCC and statutory requirements.

**Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy

**OTHER DUTIES**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.