

JOB DESCRIPTION



HUMAN RESOURCES OFFICER

Responsible to: Human Resources Manager

Main purpose:

To provide high-quality operational and administrative support ensuring all HR processes are delivered efficiently and compliantly across the school including resourcing, performance management and HR transactional activities.

Duties and responsibilities:

Generalist HR

- Provide accurate and timely administrative support across all HR functions and support with general employee relations matters ensuring queries are dealt with promptly and reliably.
- Support the administration of the employee lifecycle processes including onboarding, changes to employment and leavers.
- Coordinate staff probation processes, appraisals and internal promotion.
- Monitor staff absence and report on absence metrics.
- Undertake ad hoc HR projects as required.
- Support HR Manager with employee relations casework (capability, disciplinary, grievance, absence) and provide operational support in HR Manager's absence.

Recruitment & Compliance

- Manage the operational activities relating to recruitment and selection to include advising on best recruitment strategies to maximise talent pool.
- Coordinate the recruitment processes for staff and volunteer vacancies including advertising, preparing candidate information, interviews and managing pre-employment checks.
- Ensure vetting and onboarding processes meet safer recruitment requirements at all times.
- Coordinate the Single Central Record (SCR) ensuring it is accurate and inspection ready at all times.

HR Systems, Data and Reporting

- Maintain HR systems and personnel records, electronic and manual, are processed in accordance with relevant data protection legislation.

- Support the HR Manager with the compilation of the annual School Workforce Census.
- Support with compilation of monthly and annual reporting on absences, equality monitoring and recruitment/retention metrics
- Contribute toward the continuous improvement of HR systems, processes and data quality.

General

- Maintain up to date knowledge in relation to employment law and HR best practice.
- Work collaboratively with colleagues across the school to support effective people management and maintain professional, clear and confidential communication at all times.
- Pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person following the relevant recording and reporting processes.
- Undertake additional duties appropriate to the role as reasonable required.
- Maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management a Designated Safeguarding Lead (DSL).
- Be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
- Maintain a flexible “can do” approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against DBS.