



JOB DESCRIPTION

DESIGNATION OF POST: Human Resources Officer
GRADE: Wiltshire pay scale G
RESPONSIBLE TO: Human Resources Manager

JOB PURPOSE:

The Human Resources Officer is one of four HR professionals supporting a workforce of over 350 staff across three specialist school campuses. The role is responsible for providing a comprehensive and responsive HR service, including recruitment, onboarding, employee relations support, safeguarding compliance, maintenance of the Single Central Record, and the management of personnel records and HR systems.

The postholder will act as a key point of contact for managers and staff, providing campus based day-to-day HR advice and support while ensuring that all HR processes are delivered efficiently, accurately, and in accordance with employment legislation, safeguarding requirements, and school policies

KEY TASKS

1. Recruitment & onboarding

- Managing job adverts, applications, and interview processes
- Conducting pre-employment checks (DBS, right-to-work, references)
- Preparing offer letters and contracts
- Ensuring new staff are added to the Single Central Record (SCR)

2. Guiding staff on absence procedures

- Explaining the school's sickness and absence reporting rules
- Ensuring staff understand who to contact and when
- Providing clear information on evidence requirements (e.g., self-certification, fit notes)
- Flagging patterns or concerns promptly
- Ensuring return-to-work forms and meetings are completed
- Reminding managers of their responsibilities in the process

3. Supporting the absence management process

- Preparing documentation for absence review meetings
- Drafting letters (e.g., trigger point notifications, meeting invites)
- Taking notes in meetings where required
- Updating records after meetings and outcomes



4. Maintaining the Single Central Record

- Ensuring all safeguarding checks are completed and logged
- Keeping SCR entries accurate, up to date, and compliant with KCSIE
- Liaising with DSLs and senior leaders on safeguarding compliance

5. Personnel file management

- Creating and maintaining staff personal files
- Ensuring retention periods are followed
- Managing secure storage and disposal of sensitive information

6. Employee relations

- Supporting managers with disciplinary, grievance, and capability processes
- Recording outcomes and ensuring correct retention
- Advising staff on policies, procedures, and entitlements

6. Training & compliance

- Monitoring mandatory training (e.g., safeguarding, first aid)
- Keeping training records up to date
- Ensuring compliance with statutory requirements

7. Policy implementation

- Supporting the development and review of HR policies
- Ensuring staff understand and follow HR procedures

Supervision and Management

The jobholder does not have supervisory responsibility for staff

Deputising responsibility

The jobholder has no deputising responsibility.

Creativity and Innovation (i.e. problem solving)

The work is largely regulated by laid down procedures, but within these the jobholder must deal with routine problems encountered, for example completion and collation of data.

Key Contacts and Relationships

Senior Staff for instruction,
Local Authority
All school staff for information exchange

Decision Making



The work is carried out within clearly defined rules and procedures. Within these, the jobholder takes decisions on the best way to complete the job and prioritising tasks.

Resources

The jobholder is responsible for the use, manipulation and safekeeping of data systems e.g. confidential personnel records and overtime claims.

Working Environment

The work is interrupted by the telephone and staff although this does not usually significantly change the overall programme of work for the jobholder.

There is occasional background noise.

Knowledge and skills

The jobholder requires written and oral communication skills, numeracy, diplomacy, discretion, awareness of confidentiality, organisational, IT and admin skills, attention to detail, initiative and time management.

General

This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

General tasks are varied from time to time to consider the changing nature of the school and the demands made upon it. Such changes are a normal part of the post and do not constitute a change to the general job description. There may be times when travel between sites is required.

Disclosure and barring

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has enhanced Disclosure.

Equal opportunities

The post holder has a responsibility to understand and abide by the obligations laid down in the school's Equalities policies.

Health and safety

The post holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. In addition, Supervisors have responsibility to ensure that, on a day-to-day basis, work is conducted within the framework of all local guidelines and policy. There is a requirement for travelling between sites on a regular basis. All managers are responsible for implementing the School's Health, Safety and Welfare Policy within their area of responsibility.