



Chessington School

Human Resources Officer

Job Description

March 2026

HR Strategy

- Support delivery of Trust and school wide HR initiatives (e.g., wellbeing, diversity, leadership development).
- Analyse HR data to identify trends and inform decision-making.
- Consider the employee experience in all aspects of the employee journey related to HR procedures

Recruitment and Selection

- Lead recruitment, advising managers on best practice and compliance
- Implement administrative processes, procedures and systems for recruitment, which ensure compliance with school and Trust policies and procedures, adhering to statutory requirements, including those of safeguarding and data protection. This will include:
 - End to End Recruitment administration (support with drafting and posting adverts, preparing application packs, vetting checks, references, inviting candidates to interview / selection days, drafting the interview schedules and assisting with efficient running of interviews on the day).
 - Ensure all pre-employment checks are carried out in line with safer recruitment requirements, including references, right to work, qualifications and DBS checks
 - Oversee safer recruitment checks and the SCR and ensure audit readiness

Onboarding and Induction

- Issue formal offer letters, contracts of employment and new starter paperwork
- Ensure signed copies of relevant paperwork are retained on file.
- Coordinate induction programmes and ensure new starters are enrolled in mandatory training
- Set up new staff on the MIS and payroll systems and notify relevant departments (e.g. IT)

Probation and Contract Management

- Monitor probation periods and prompt line managers to complete reviews on time
- Prepare probation outcome letters and process any related contract changes
- Maintain accurate records of fixed-term contracts, renewals and variations

Payroll Administration

- Input monthly payroll data including starters, leavers, contractual changes, absences and deductions
- Liaise with finance and payroll providers to ensure accurate and timely processing
- Respond to payroll queries

Employee Relations

- Provide routine advice to staff and line managers on HR policies and procedures
- Provide first-line HR advice on employee relations matters, escalating complex cases appropriately.
- Support investigations and hearings, including drafting outcome letters.

HR Records Management

- Maintain accurate personnel files and update the Single Central Record in line with safeguarding requirements.
- Ensure MIS systems and any HR systems and databases are up to date and GDPR compliant
- Support the completion of workforce data returns such as the School Workforce Census

Performance and Appraisal

- Coordinate the performance appraisal cycle for support staff and maintain records of completed reviews
- Support managers with documentation and tracking of performance objectives and professional development plans

Policy and Compliance

- Understand and comply with safeguarding policies and safer recruitment practices
- Contribute to the development and review of HR policies and procedures.
- Ensure HR practices are legally compliant and aligned with Trust values

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS

Signed: _____

Date: _____