



HR & Recruitment Officer

Job Description: HR & Recruitment Officer

Reporting to: Head of HR

Main Purpose of Role: To provide comprehensive HR support to the schools in accordance with the relevant HR compliance and recruitment procedures to ensure a high-quality HR service is delivered throughout all Serenity schools.

Liaising with the School Office Managers to support the Headteachers in a variety of HR processes, providing an excellent standard of administration and support service to the schools.

Establish a strong employer brand and attract top talent.

Main Duties and Responsibilities:

Recruitment Management

- Support with all aspects of staff recruitment, from advertising the available vacancies (including sharing job ads on various online channels, hosting career events and job fairs, etc.) to shortlisting and interviewing potential candidates and scheduling interview appointments.
- Create and review job descriptions and recruitment packages.
- Liaise with the Headteachers to ensure up-to-date documentation/information is provided for job ads.
- Ensure the school's website is up to date with current job vacancies and they are removed at the deadline.
- Liaise with external parties (e.g., advertising agencies) as appropriate
- Administer the recruitment inbox and respond to candidates in a timely manner.
- Issue recruitment/appointment documentation, including 'invite to interview' letters, conditional appointment letters, contracts of employment, and requests for references.
- Conduct background checks on successful candidates. These checks must be completed in accordance with the school's requirements and in a timely manner to confirm that the individual is fit to work in a school setting before starting with us.
- Ensure pre-employment clearances/checks (e.g., references, work permits, DBS checks and medical clearances) are taken up in a timely manner, and that any issues are highlighted to the Headteacher, providing advice as appropriate
- Liaise with payroll and other relevant sections to ensure staff are paid in an accurate and timely way

Maintaining accurate HR records

- Add new hires to the Single Central Record system, coordinating with payroll, IT, and other internal stakeholders.
- Maintain an accurate and up to date Single Central Record of vetting checks at all times
- Keeping staff records (i.e., personal files, sickness records and annual leave records) are up to date and maintained in a confidential and accessible manner and in accordance with data protection requirements.
- Keeping all contractual documents up to date.
- Maintain an effective archive of ex- staff records.
- Ensuring all staff records are stored on the relevant HR system

Employee Relations and Communication

- First point of contact for all employee relations matters and escalating where appropriate.
- Provide first hand support and guidance to line managers and headteachers on all HR matters.
- Draft new starter offer letters and contracts.
- Draft employee letters in relation to any salary adjustments and update all relevant systems.
- Draft letters to employees leaving the employment.
- Draft ad hoc employee letters with direction and support from HR Consultant

Absence Management

- Collate information to enable reports to be written to Senior Leadership Team and the School when necessary.
- Ensure all paper and electronic files are compliant with GDPR regulations at all times.
- Update the HR system and the Single Central Record with any employee changes.
- Run relevant absence reports on a timely basis and alert the headteachers with any concerns.

Induction & Integration

- Enter new starter information onto the relevant systems
- Create personal files for all new staff and ensure that all documentation is present, completed and accurate.
- Supporting the Headteachers with the arrangement of Induction sessions for new staff.
- Arrange new staff access/id cards.

General Administration & Ad hoc duties

- Comply with the appropriate security for all HR-related information.
- Responsible for ad hoc projects and duties when required.
- Under the direction of the Headteacher liaise with line managers, staff and other parties regarding leavers, to ensure relevant actions are undertaken (e.g., return of laptop, keys and access card etc.).
- Ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Contribute to the overall leadership and management of the SED Group and to be proactive in supporting the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings relevant to the post at any of the schools as required.
- Other duties as may reasonably be required.

Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people
- To follow the child protection procedures adopted by the school.

Person Specification: HR and Recruitment Officer

CRITERIA	QUALITIES
Qualifications and training	• A relevant HR qualification • CIPD certification • GCSEs in English and Maths • IT literate and willing to undertake further training if required
Experience	• Experience working in an HR department • Developing, managing and operating HR systems • Working with senior stakeholders • Experience working in the education sector • Line management experience
Skills and knowledge	• Excellent knowledge of employment law and safer recruitment requirements • Good knowledge of the conditions of service in the Burgundy and Green Book • Knowledge and/or experience of Payroll procedures • Experience, or empathy, with working in a multicultural environment • Understanding of data protection and confidentiality • Excellent accuracy and attention to detail. • Ability to enter data accurately and efficiently. • Effective communication and interpersonal skills • Excellent time management • Ability to build effective working relationships with staff and other stakeholders • Ability to use IT packages including word processing, spreadsheets • Experience of using initiative to achieve results
Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Ability to remain calm under pressure • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A commitment to continuous professional development
Other	• A satisfactory Enhanced DBS disclosure