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Interim Headteacher: Mrs R Scott

Job Description & Person Specification

Job Title	HR, Compliance & Administration Officer
Reporting To	Schools Business Manager
Salary	Range 4 (FTE - £30,361 - £32,594) (Actual Salary - £24,467 - £26,267) (Pay review pending)
Tenure	Permanent
Core hours	Flexible schedule within required core hours of 9.00 – 16.30 Mon-Friday (Term Time only) <i>(including 30 minutes unpaid lunch daily)</i>
Paid Working Hours Per Week	35 (Flexible for the right Candidate)
Working Weeks per annum	39
Paid weeks per annum	44.3 inclusive of 5 weeks holiday

Purpose of the Role

To lead and manage the school's human resources services, ensuring robust, compliant, and inclusive systems that support staff and pupils within a maintained secondary SEND school. The post holder will also oversee and manage the effective deployment of Evolve for the planning, approval, and management of educational visits, off-site activities, and sports fixtures to ensure compliance with statutory guidelines.

Key Responsibilities – Human Resources & Compliance

- Lead recruitment, safer recruitment, and onboarding processes
- Maintain the Single Central Record and safeguarding checks
- Manage staff contracts, variations, and leavers
- Support absence management, wellbeing, disciplinary and grievance processes
- Administer appraisal and performance management systems
- Maintain accurate HR records and workforce census
- Liaise with the Local Authority, payroll, and external HR advisers

Key Responsibilities – Educational Visits Coordinator (EVC)

- **Compliance & Policy Management:** Create, update, and implement school policies for trips and outdoor learning, ensuring they align with OEAP National Guidance and local authority requirements.
- **Trip Approval Workflow:** Act as the central checkpoint in the EVOLVE system, reviewing visit forms submitted by staff before forwarding them to the Headteacher for final authorisation.
- **Risk Management Oversight:** Duty to ensure that rigorous risk assessments and emergency procedures are in place for every activity.
- **Staff Training & Competence:** They are responsible for organising induction and training for visit leaders, ensuring staff are competent to lead specific activities (e.g., driving a minibus or leading high-risk adventures).

- System Administration: Manage the platform's back-end, which includes setting up staff accounts, bulk-uploading student data from the school's Management Information System (MIS), and maintaining the digital document library.

Key Responsibilities – Administrative Services

- Assist with day-to-day administrative and office services
- Ensure GDPR and data protection compliance
- Support statutory returns, inspections, and audits

Personal and Professional Standards

- Confidentiality
- Excellent attention to detail
- Ability to work to tight deadlines
- Excellent written and oral communication skills
- Ability to multi-task and manage a number of work streams simultaneously
- Good interpersonal skills
- Excellent IT and social media skills
- Strong proofreading skills
- Previous HR admin experience

Safeguarding & Compliance

Promote and uphold safeguarding, equality, and inclusive practice in line with statutory guidance and local authority requirements.

General Responsibilities & Requirements

- Maintain confidentiality, professionalism, and support the ethos and values of a secondary SEND school.
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on behaviour for learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking such other duties as reasonably requested by the SLT or Headteacher.
- Participating in the school appraisal system

This job description is designed to complement the terms and conditions of employment as set out in the Contract of Employment. The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Person Specification – HR, Compliance and Administration Officer

Criteria	Essential / Desirable	Evidenced by:
Qualifications & Experience		
<ul style="list-style-type: none"> English GCSE Level (minimum) with excellent written English 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Experience of working in HR administration or management 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Experience of providing Administration Support 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Experience and understanding of legal compliance in HR practices 	Essential	<i>Interview</i>
<ul style="list-style-type: none"> Experience within a school, local authority, or public sector setting 	Desirable	<i>Application Interview</i>
<ul style="list-style-type: none"> Experience of working with MIS systems 	Desirable	<i>Application Interview Reference</i>

Ability, Skills and Knowledge		
<ul style="list-style-type: none"> Organised with excellent time management skills 	Essential	<i>Interview</i>
<ul style="list-style-type: none"> Excellent communication skills 	Essential	<i>Interview Reference</i>
<ul style="list-style-type: none"> Skills and knowledge to maintain compliant HR records and communications 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Excellent IT skills (emerging AI Skills) 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Ability to manage own time effectively and demonstrate initiative including establishing priorities 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the HR operations of the school 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Consistency in work ethic to apply accuracy and attention to detail 	Essential	<i>Application Interview</i>

<ul style="list-style-type: none"> Ability to adapt to changing and conflicting demands 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Ability to be flexible and work as part of a team or individually as required 	Essential	<i>Interview</i>
<ul style="list-style-type: none"> Ability to contribute to the life of the school 	Essential	<i>Interview</i>
<ul style="list-style-type: none"> Ability to adhere to school policies and procedures and most importantly the equal opportunities policy, child protection policy and all Health & Safety related policies 	Essential	<i>Interview</i>
<ul style="list-style-type: none"> Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely 	Essential	<i>Application</i>

IT & Systems Familiarity

<ul style="list-style-type: none"> Microsoft Office 365 	Essential	<i>Application Interview</i>
<ul style="list-style-type: none"> Bromcom, LA Systems, Facebook, etc. 	Desirable	<i>Application Interview</i>

Personal Qualities

<ul style="list-style-type: none"> Calm, professional, and resilient Proactive and able to work independently Committed to inclusion and safeguarding 	Essential	<i>Application Interview</i>
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