

JOB DESCRIPTION

JOB TITLE	HR Officer
DEPARTMENT	Human Resources
LINE MANAGER	Head of HR
RESPONSIBLE TO	Warden

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The HR Officer will provide a high-quality and efficient HR service across the School, delivering effective administrative support through every stage of the employee lifecycle. The role has particular responsibility for absence management, staff wellbeing initiatives, employee probation and appraisal processes, and offboarding. The postholder will play a key role in ensuring these processes run smoothly and consistently. They will also support the HR Manager with a wide range of HR matters and act as a point of contact for colleagues, managers and the Executive Team, as appropriate.

KEY RESPONSIBILITIES:

Absence Management:

- Monitor and coordinate sickness absence processes, including tracking absence levels, identifying triggers, and arranging formal and informal absence meetings.
- Respond and handle all aspects of the absence management process
- Prepare absence documentation, produce reports, and maintain oversight of ongoing cases to support fair, consistent, and timely management decisions.
- Manage end-to-end processes for maternity, paternity, adoption, fertility treatment and shared parental leave, providing clear and legally compliant guidance to employees and managers.
- Meet with employees to explain compassionate leave entitlements, timelines, and documentation requirements in a supportive and professional manner.

Staff Wellbeing:

- Lead the Employee Assistance Programme (EAP), acting as the main point of contact and producing annual usage and impact reports.
- Promote employee wellbeing and mental health through proactive support, guidance, and organisational initiatives.
- Develop, implement, and support staff welfare and wellbeing programmes aligned with organisational priorities.
- Provide advice and support to employees and managers on work-life balance, stress management, and related wellbeing matters.

Employee Performance (Probations & Appraisals):

- Liaise through reporting lines to ensure probation and appraisal processes are completed accurately and within required timeframes across the whole school.

Onboarding/Offboarding:

- Coordinate and support onboarding and offboarding processes, including system access, documentation, inductions, and exit procedures, ensuring a positive and compliant employee experience.
- Conduct and document exit interviews, identifying key themes and trends to inform HR reporting and continuous improvement.

Additional Duties:

- Maintain accurate, confidential, and compliant employee records in line with GDPR and organisational requirements.
- Maintain staff confidentiality
- Conduct check-in meetings with new starters and support the delivery and analysis of new-starter surveys to inform onboarding improvements.
- Maintain and update HR systems and platforms, ensuring data accuracy, integrity, and effective use.
- Working in conjunction with the HR Manager keeping HR intranet content, policies, and guidance up to date, accessible, and user focused.
- Produce routine and ad-hoc HR reports to support management oversight and informed decision making.
- Work collaboratively with HR colleagues and wider stakeholders to continuously improve HR processes and the overall employee experience.
- Assist with recruitment activities as required, including advertising, coordination, pre-employment checks, and onboarding support.
- Undertake any additional duties as reasonably required by the Head of HR and the HR Manager.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify their Head of Department and the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Category	Details
Contract Type	Full-time, Permanent
Working Hours	<p>Term time hours: 08:00 - 17:00, Monday – Friday.</p> <p>School holidays: 08:30 – 15:30, Monday – Friday.</p>
Holiday Entitlement	30 days to be taken during the school holidays.
Additional Details	In addition, as part of your contracted hours, you will be expected to attend occasional weekend or evening School events, including Open Day and all InSET days.

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