



JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

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|-----------------------|--|
| Post | HR Officer |
| Grade | Scale 6 |
| Responsible to | HR Manager |
| Working hours | In accordance with APTEC Pay & Conditions – 35 hours per week (8am – 4pm), 41 weeks per year (TTO + 2 weeks) |

Everyone at Thomas Tallis works to fulfil our **School Plan**.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. To stimulate a love of knowledge in our young people
4. Unlock and develop their creativity and independence
5. Demonstrate that learning continues well beyond lessons.
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

Job Description

HR Officer

Ethos

1. To create a positive relationship with staff, students, parents and external agencies.
2. To develop a sense of community which reflects the school's values
3. To work professionally in a team environment
4. Proactively to help develop and maintain good order in the school

Overall Purpose

- To provide high quality administrative and data management support to the HR function.
- To ensure the delivery of an efficient, confidential and compliant HR service to staff and managers.
- To uphold safer recruitment and safeguarding standards at all times.

Specific Responsibilities

1. HR Administration

- Ensure the provision of an effective organisational and administrative support service to the HR department
- To be responsible for the administration of all new starters including processing DBS and Occupational Health clearances, application forms and appointment checklists; liaising with HR and payroll provider; drafting and typing correspondence to new staff.

- Deliver first day HR induction to new starters.
- Process DBS renewal applications and other documentation related to safer recruitment.
- To be responsible the administration for all contract variations and leavers
- To be responsible the administration related to newly qualified teachers and those gaining qualified teacher status through school
- To be responsible for accurate recording of staff information onto BROMCOM
- To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.
- Maintain and distribute up to date staffing lists including active maintenance of the school's Single Central Record.
- Provide basic HR advice in a consistent and accurate manner to staff on a range of personnel and recruitment matters escalating issues as appropriate
- To refer staff to Occupational Health as directed by the HR Manager

2. Recruitment and Selection

- Advertise vacancies on My New Term, TES, the school website and other platforms.
- Process applications and respond to applicant enquiries.
- Prepare shortlisting and interview packs for managers.
- Request references, track and ensure the timely completion of all pre-employment checks.
- Complete prohibition and online checks in line with safer recruitment guidance.
- Communicate with applicants throughout the recruitment process.
- Prepare interview itineraries, arrange panels, tours and room bookings.
- Organise hospitality for interview days.

3. Performance Management and Employee Relations

- Administer teaching staff appraisal documentation.
- Monitor and record support staff training.
- Co-ordinate HR induction processes for all new staff including ID badge, IT log-ins, policies overview, etc.
- Oversee probation process for all new support staff starters, ensuring timely completion of paperwork.
- Manage own workload effectively, meeting deadlines and adhering to policies and procedures.
- Participate in performance management and professional development.

4. Maternity Administration

- Conduct individual risk assessment meetings with pregnant staff at required intervals.
- Administer maternity paperwork and maintain monitoring spreadsheets.
- Provide staff with accurate information on maternity pay and policy.

5. Sickness Absence Administration

- Prepare termly reports for Teacher and support staff sickness absence.
- Arrange formal sickness absence review meetings for support staff preparing all relevant paperwork
- Note take formal sickness absence review meetings for support staff as directed by the Chief Operating Officer

6. Commitment to Quality

- Maintain high levels of accuracy and quality in all work.
- Ensure systems and records are up to date and compliant.
- Produce reports from Bromcom and other systems as required.
- Share expertise with colleagues and support training where appropriate.
- Act as a 'champion' in any appropriate area of expertise, advising and training team colleagues as required.

7. Other Key Duties

- Support the ITT Co-ordinator with clearances, ID passes and induction for student teachers.
- Book safeguarding training for in-year starters.
- Support the completion of the School Workforce Census.
- Draft non-standard letters and undertake project work as directed by the HR Manager
- Manage correspondence, including the HR email inbox ensuring urgent matters are escalated appropriately.
- Manage document storage, retention and disposal in line with GDPR and FOI requirements.
- Produce staff ID badges using Card Editor software.
- Administer monthly payroll submissions and liaise with RBG payroll to resolve queries.
- Attend relevant meetings and training.
- Attend at least one Parents' Evening/Open Day per year (TOIL provided).
- Provide occasional reception cover when required.

Additional Duties:

- Safeguard and promote the welfare of students.
- Comply with Health & Safety and undertake risk assessments where appropriate.
- Work within the school's Equality, Diversity and Inclusion policies.
- Undertake any other reasonable duties as required by management.

Person Specification: HR Officer

| | Essential | Desirable |
|--|---|---|
| Qualifications and Professional Development | | |
| 1 | GCSEs (A*-C / 9-4) in English and Maths | CIPD Level 3 or a willingness to work towards it. |
| 2 | Commitment to ongoing learning and development | |
| Experience | | |
| 3 | Experience working in a school or similar environment | |
| 4 | Experience of HR administration and recruitment | |
| 5 | Experience using ICT systems and databases, ideally Bromcom or similar MIS | |
| Knowledge, skills and attributes | | |
| 6 | Ability to work under pressure and manage conflicting deadlines | Knowledge of current employment legislation |
| 7 | High level of accuracy and attention to detail | |
| 8 | Ability to maintain confidentiality and handle sensitive information | |
| 9 | Excellent organisational and time-management skills | |
| 10 | Understanding of safeguarding and safer recruitment principles | |
| 11 | High level of accuracy and attention to detail | |
| 12 | Ability to maintain confidentiality and handle sensitive information | |
| 13 | Flexible, proactive and solution-focused approach | |
| 14 | Good working knowledge of Microsoft Office systems including Excel and Word | |
| Specific to this post | | |
| 15 | Ability to deliver induction and support staff through HR processes | Experience administering payroll |
| 16 | Ability to maintain accurate HR records and the Single Central Record | |