

**EASTBROOK SCHOOL  
AND  
BARKING ABBEY SCHOOL**



**JOB DESCRIPTION**

<b>Job Title</b>	HR Officer
<b>Grade</b>	SO2
<b>Salary</b>	£40,182-£42,060 (FT) Pro rata salary, likely to be between approx. (£35,450-£37,107) subject to experience working days and continuous service
<b>Working hours</b>	35 Hours per week, term time only plus 10 days (Current working hours are 08:00 to 16:00 or 08.30 to 4.30 term time, with flexibility for the additional 10 days, some remote working a possibility)
<b>Department</b>	School Business Functions/Support
<b>Location</b>	Partnership Schools
<b>Line Manager</b>	HR Manager/ School Business Manager
<b>Line Management of</b>	N/A
<b>Liaising with</b>	SLT Designated Leads/SBM/ Staff

This is a new role within the partnership in order to meet the needs of schools within our partnership to continue to develop our core central services and support. Our Partnership currently consists of two schools, that will be forming a Hard federation at the end of the Academic year.

Behind every successful school is a dedicated team of professionals who make sure staff feel supported, valued and able to do their very best work. Across our partnership schools, our HR team plays a vital role in creating that positive environment — balancing compassion with professionalism, and structure with innovation. We are now looking for an HR Officer who shares our belief that great HR is about people first: someone who communicates with warmth and clarity, collaborates openly with colleagues and is always looking for ways to improve systems, strengthen wellbeing and make a real difference to the daily experience of staff across our partnership schools.

**CORE PURPOSE**

- To undertake all aspects of front-line HR Administration with a specific focus sickness absence and general HR enquiries across schools
- To develop, manage and maintain HR administrative systems, processes, functions and services as required in line with the school's development needs, priorities and work of those the role provides support to
- To provide administrative support as required across the schools when the need arises, making sure that an outstanding service is always delivered in every Business Support area
- To act with high standards of integrity, discretion and professionalism

## **MAIN DUTIES AND RESPONSIBILITIES**

- Lead on sickness absence management policies and procedures, undertaking daily administration in relation to this and monitoring outcomes over time providing information and reports
- Be the primary contact for staff with all questions and queries relating to absence and wellbeing
- Ensure that school policies are followed and information is escalated to the SBM as necessary
- Facilitate mediation processes, organising and leading meetings as appropriate
- Keep up to date with developments in employment legislation and human resources, best practice to ensure continuous development and improvement in the service offered, supporting enhancement of CPD. Identify and communicate these implications of changes of legislation, and employees pay and conditions to the SLT.
- Liaise with external legal HR provider whenever required, provide accurate and timely advice to managers and employees on related policies, practices and procedures
- Be available throughout the working day to support members of staff in the provision of Human Resources service

## **SICKNESS & ABSENCE MANAGEMENT**

- Manage the preparation of information for reports when required to support continuous improvement in the management and monitoring of sickness absence and performance management, monitoring probationary periods where required. To use these reports to target resources and inform actions, where necessary
- Monitor and maintain absence systems and processes in line with policy utilising the school's information management system to make them robust and efficient automating communication and procedures
- Be the schools lead contact in managing all day-to-day staffing issues post-recruitment including absence management, performance and attendance in work information
- Ensure robust systems and procedures are in place across the school in relation to all day-to-day HR matters
- Send communication to staff and make sure that Line Managers are appropriately informed and are supported to deliver a consistent approach
- Lead and provide support with issues relating to sickness absence, including making recommendations, giving advice and support to managers, liaising with Occupational Health, leading and following up review meetings in line with policy
- Liaise with EAP and OH providers to obtain regular reports around use, taking action to promote better staff wellbeing
- Draft OH referral documentation as required escalating and seeking guidance as required

## **PERSONNEL INFORMATION & RECORDS MANAGEMENT**

- Maintain individual personnel files to effectively reflect and relate to standing and progress throughout their employment within the school, without infringing on their personal rights in relation to the Data Protection Act
- Ensure high standards of records management and assume responsibility for all information assigned to the post
- Make sure that personnel files are consistent and well maintained in each school and are to the standard required for audit investigation by internal and external agencies
- Ensure the school's electronic records and filing systems are well organised up to date and fit for purpose with templates in place for all key areas of HR practice
- Carry out regular housekeeping on HR files for archiving purposes

## **PAYROLL ADMINISTRATION & CONTRACTS**

- Be aware of legislation and pay policies for staff in schools
- Provide support as needed to the Finance and Payroll team around the administration of contract changes
- Make sure that Staff Attendance Sickness Records are up to date and information is entered by payroll deadlines for each school
- Advise payroll of all maternity/paternity leave applications and any changes to dates of return and amendments to contracts in relation to this
- Advise payroll of any variation/amendment to contracts
- Be conversant and up to date with borough policies, pay and conditions for school staff

## **Employee Life Cycle & Support**

- Update school MIS and HR systems with new staff members
- Ensure all staff training, inductions and annual declarations are completed
- Make sure staff are inducted, trained and supported to be able to use the school's self-service HR portal
- Notify line managers of staff returning from sickness absence and distribution of return-to-work forms accordingly
- Manage the offboarding of staff leavers
- Provide guidance and support to line managers across the school to make sure there is a consistent approach to personnel management and well-being
- To oversee the off boarding of staff and make sure that the process is seamless

## **HR ADMINISTRATION & ORGANISATION**

- Minute confidential meetings relating to staff sickness, disciplinary, grievance and capability, as required
- Provide day-to-day administrative support to the School Business Manager managing all administrative aspects of, staff absence including, all initial communication and collation of information, the sending of correspondence, leading and recording initial informal stage meetings
- Provide follow-up communication to staff, where necessary

## **GENERAL EXPECTATIONS**

- To work flexibly as part of a core central services team undertaking tasks and supporting colleagues with areas of work as relevant for example supporting with recruitment and or at interviews or
- Demonstrate awareness and adherence to the ethics of inclusion and the function of safeguarding
- Maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage and support staff in their development and training
- Embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment
- Undertake a proactive, committed approach towards the School's ethos
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures
- Comply with all current employment legislation, local authority requirements and school policies and procedures

- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role
- Work flexibly in order to ensure deadlines are met.
- Carry out tasks without direct supervision

Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The partnership schools are committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages. Similarly, Barking Abbey, is a dual campus school and staff are also expected to provide support across both sites.

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including an enhanced Disclosure Check, will be undertaken on all successful applicants.

PERSON SPECIFICATION

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I		
				Task T		
				A	I	T
Knowledge & Skills	Knowledge of cover and HR procedures and the value of HR / cover support within the school environment.	✓		✓	✓	
	Knowledge of basic HR legislation and policies relevant to role, e.g. H&S, time off work/absences.	✓		✓		✓
	Knowledge of recruitment agency terms & conditions (SLA)		✓	✓		✓
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and Databases and produce data reports.	✓		✓		✓
	Good knowledge of Information management systems (Staff and Pupil information)		✓	✓		✓
	The ability to communicate effectively at all levels, both verbally and in writing.	✓		✓	✓	✓
	Excellent organisational skills.	✓			✓	✓
	Excellent attention to detail & ability to provide produce & provide accurate data/information.	✓				✓
	Ability to prioritise in a fast paced environment	✓			✓	✓
	Ability to work under pressure and to meet multiple deadlines in a fast pace environment.	✓			✓	✓
	Ability to work on own initiative without daily supervision.	✓			✓	✓
	Outstanding communication skills (oral & written)	✓			✓	✓
Qualifications	Excellent standard of literacy & numeracy at GCSE level or equivalent.	✓		✓		
	CIPD qualified or willingness to work towards a specialist qualification		✓	✓		
Experience	Experience of working within a fast paced office within a school environment.	✓		✓	✓	
	Cover and HR administration experience relevant to the post, preferably in an education setting.		✓	✓	✓	
	Experience of applying robust safer recruitment regulations in an education setting or a commitment and willingness to learn	✓		✓	✓	✓
	Experience of working with recruitment agencies and agency workers		✓	✓	✓	

Attitude & Personal Qualities	Ability to learn quickly.	√			√	
	Ability to adapt and respond to a variety of situations.	√			√	
	Possess a sense of humour, sensitivity, tact and diplomacy.	√			√	
	Ability to conduct self in a professional manner and remain calm whilst under pressure at all times, especially whilst delivering conflicting demand.	√			√	√
	Have a customer service orientated attitude towards work.	√			√	√
	Ability to foster positive & collaborative working relationships with all staff and external partners.	√			√	
	Demonstrate a positive can do, solution focused attitude at all times.	√			√	
	Team player	√			√	
	Willing to contribute to a stimulating environment to maximise potential and empower staff and students.	√			√	
	Engender a sense of belonging, and of pride in the school, yourself and the wider community.	√			√	
	Honesty and Integrity.	√			√	
	Understanding the need to use discretion and respect confidentiality.	√			√	√
	Commitment to safeguarding and promoting the welfare of children and young people	√			√	
	Understanding of the requirements of data protection and disclosure of information.	√		√		√
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√			√	
	Ability to work flexibly and outside of normal school hours.	√		√	√	
	Motivation to work with children and young people	√			√	
	Current driving licence and car for travel and transport between Sandringham & Longbridge.		√	√		