

## JOB DESCRIPTION

**TITLE:** HR Officer

**SCHOOL** BRAMINGHAM PRIMARY SCHOOL

**DEPARTMENT:** Administration Team

**RESPONSIBLE TO:** Co-Headteachers /Business Manager

**GRADE:** L4

**PURPOSE OF POST:** To provide a range of administrative duties to ensure that a comprehensive support service is provided to the school. This is a key post within the school which requires dedication and a highly efficient and responsible approach.

**ORGANISATION CHART:**

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    Co-Headteacher
      |
    School Business Manager
      |
    HR Officer
  
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PRINCIPAL RESPONSIBILITIES	<u>%</u>
1. Administer all procedures in relation to Personnel, completing documentation for personnel and payroll sections i.e. Job Descriptions, pensions, starters, leavers and variations, securing authorisation from the Headteacher as necessary. Review and update Policy Documents as and when required. Maintain all Sims personnel records and undertake procedures with relation to sickness, recompense and training. Administration of all timesheets, making sure that they are sent to the LA within set deadlines.	30
2. Reporting to the Headteacher and Senior Leaders to ensure they are kept informed of staff near to or reaching sickness triggers, on-going health issues, necessary adjustments to duties or any other relevant information.	10
3. To provide confidential, personal and administrative support to the Co-Headteachers and Senior Management Team	5
4. To maintain associated and confidential files, records and documentation as requested to ensure that the Headteacher has access to the most up-to-date information.	5

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|-----|---|----|
| 5.  | Administer the school's recruitment, selection and appointment process in liaison with the Co-Headteachers, the Senior Management Team.   | 5  |
| 6.  | Administer the systems for the completion of all pre-employment checks for new employees, volunteers, contractors and supply staff where appropriate, and monitor compliance. Completing sponsorship forms for overseas teachers. Keeping the Single Central Record up to date.   | 5  |
| 7.  | Ensure the compilation of returns and records required by Luton Council, the DfES and external agencies. Attending meetings to keep up to date with LBC policies.   | 5  |
| 8.  | Liaise with LA personnel on staffing matters under the direction of the Co- Headteacher and Business Manager  | 5  |
| 9.  | Undertake general clerical duties including manning the school switchboard, welcoming visitors, opening and distribution of mail, filing, photocopying, emailing etc. Ensure the provision of a comprehensive secretarial service including typing/word processing of a wide variety of documents, drafting straight forward letters, receiving/passing on of messages, dealing with visitors, in order to assist the School Business manager/headteacher in the smooth running of the school. Ensure that all administrative and clerical procedures and systems are in place to support the efficiency and smooth running of the school. Undertake regular review of systems and ensure that agreed changes are implemented | 25 |
| 10. | Contribute to the Health and Safety of all pupils, which will include first aid and intimate care.  | 5  |

#### **DIMENSIONS:**

**Supervisory Management:** none **Financial**

**Resources:**

**Physical Resources:** Office equipment

**Other:** Cover First Aid

#### **Physical Effort:**

#### **Working Environment:**

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bindovers or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure**

to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](http://Direct.gov.uk)

***'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .***

***'CVs will not be accepted for any posts based in schools.***

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience of undertaking administrative work.	1,2	Able to use Microsoft Office suite.	1,2
	Previous experience of working in a role involving some form of HR responsibility.		Experience of working in a school environment.	1,2
				1,2
<b>Skills/Abilities</b>	Able to use word processing, spreadsheets, database packages and e-mail.	1,2,5		
	Able to develop constructive working relationships with others.	1,2		
	Demonstrable communications skills able to receive and give accurate information to a wide range of people inside and outside of school.	1,2		
	Able to plan and organise workloads to meet conflicting work demands and deadlines.	1,2		
	Able to write straight forward reports and read and comprehend complex written information.	1,2,5		
	Able to work on own initiative within school policy and procedure.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2		
<b>Competencies</b>	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		

<b>Specialist Knowledge</b>	Knowledge of a range of IT software, e.g. spreadsheets and databases.	1,2	Some knowledge of SIMS systems.	1,2
<b>Education and Training</b>	Willing to undertake training and development activities.  Willing to undertake first aid training	1,2		1,2,4
<b>Other Requirements</b>	Willingness to adjust working arrangements to meet day to day service demands.	1,2		

**(1 = Application Form    2 = Interview    3 = Test    4 = Proof of Qualification    5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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