

**HR Officer**

**Job Description**

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| **Job title** | **HR Officer** |
| **Responsible to** | Chief Operating Officer (COO)  |
| **Key relationship with** | Headteacher SLTWider School Staff |
| **Job purpose** | Working alongside the Chief Operating Officer, the HR Officer will help support the effective management of the School’s HR services drawing on knowledge as a people professional, understanding of the School strategy and appreciation of the organisational structure and culture.  The HR Officer will assist the Chief Operating Officer on the effective implementation of HR policies and procedures, providing pragmatic and employee focused advice. They will use coaching and influencing skills to drive employee engagement and manage change. When required, the HR Officer will attend and present to Governors on issues within area of responsibility and undertake other duties as required, commensurate with the role. A high degree of discretion, integrity and attention to detail is essential. |
| **General HR** | * Provide leadership of HR projects as required by the Chief Operating Officer.
* Keep up to date with changes in employment legislation and provide employment law and general HR advice to managers and leaders.
* Responsible for the administration and accuracy of HR in-house systems.
* Advise managers on employee relations matters including capability, disciplinary and absence.
* Conduct exit interviews.
* Coach senior managers on organisational structure reviews.
* Administration of leave requests and maintaining the records of leave entitlement.
* Maintaining staff training records and arranging training.
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| **Recruitment** | * Ensure safer recruitment practices are implemented in accordance with the School Recruitment, Selection and Disclosures Policy, Keeping Children Safe in Education, DFE, OFSTED, and other statutory requirements.
* Manage the whole cycle of recruitment campaigns.
* Preparation of offer letters, contracts and joining paperwork.
* Review contractual terms and conditions in line with employment legislation and best practice.
* Place advertisements which make clear the organisation’s commitment to safeguarding
* Ensure written confirmation is obtained for agency staff to confirm appropriate checks have been undertaken.
* Obtain professional references and follow up through telephone verification.
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| **Compliance** | * Assist with the reviewing and updating of HR policies and procedures in keeping with School needs, best practice and legislation.
* Ensure compliance with all employment legislation relevant to the role.
* Ensure compliance with the School Recruitment, Selection and Disclosures Policy and appropriate safeguarding guidance.
* Management of the Single Central Record and all associated checks for employees, workers, contractors and volunteers.
* Ensure that the Single Central Record is Inspection compliant.
* Provide advice to staff on relevant safeguarding checks required for visitors, contractors, supply and temporary staff.
* Manage statutory returns e.g. workforce census
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| **Remuneration & Benefits** | * To administer statutory and contractual maternity and paternity pay schemes.
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* Manage administration of the annual pay review process.
* Undertake market reviews of benefits to ensure value for money and effective service delivery.
* Carry out salary benchmarking reviews and provide advice to the Chief Operating Officer.
* To ensure that all leaver administration is correctly carried out and P45s issued.
* To raise any discrepancies and identified anomalies promptly to the Chief Operating Officer.
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| **Professional Development** | * Assist in the overseeing of the annual appraisal process for staff.
* Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, school procedures, and safe working.
* Run the Apprenticeship programme and liaise with relevant bodies.
* Draft training agreements where appropriate.
* Ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.
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| **Wellbeing** | * Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.
* Liaise with Occupational Health Advisors in respect of staff referrals.
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| **Staff Records** | In relation to each member of staff appointed ensure records are kept to show:* Written references obtained and confirmed by telephone;
* Gaps in employment history checked;
* A satisfactory Disclosure and Barring Service / Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date;
* Evidence of proof of identity (this will have been provided for the Disclosure and Barring Service check);
* Evidence of qualifications;
* Details of registration with appropriate professional body;
* Confirmation of right to work in UK;
* Record of interview questions and answers.
* Signed and dated interview records by appointing manager/chair of the interview panel;
* Ongoing records of CPD
* Ensure that the staff records archive is maintained in accordance with the retention policies.
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| **Safeguarding** | * Work within the requirements of Data Protection legislation at all times.
* Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
* Remain vigilant to ensure all pupils are protected from potential harm by following safeguarding and child protection policies and protocols.
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| **Wider School responsibilities** | * Other ad hoc duties as directed and which might reasonably be regarded as within the nature, responsibilities and grade of this post as defined and as directed by the Chief Operating Officer or Headteacher
* Work as part of team to support the financial well-being of the school
* To ensure all financial administration is carried out in accordance with the current Financial Regulations and policies.
* Provide administrative support to the wider SLT as required
* Monitoring and distribution of emails received in the centralised mailboxes.
* Management of electronic and paper filing and archive systems
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| **Personal Development** | * Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
* To actively engage in Performance Management Review process
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| This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder’s role within the school. |

**Sign…………………………………………………………. Date………………………………………………**

**Print………………………………………………………..**