

HR Officer Job Description

Employment Details

Name:

Report to: Principal

Job Purpose:

- To run the day-to-day HR operations of the school.

General Responsibilities:

- Ensure that the school complies with all current employment legislation, including Safer Recruitment requirements.
- Effectively and sensitively manage conflicts within the workplace, following the school's Complaints and Grievance Procedure and Policy, where necessary.
- Contribute to, and model, the school's vision, values, learning styles, leadership styles and ethos.
- Plan and manage strategic change in accordance with the SIDP.
- Undertake relevant responsibilities as delegated by the Principal or Governing Board.

Main Duties: HR Officer

- Undergo regular training to maintain a safer recruitment qualification.
- Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates. Liaise with the Principal to prepare job descriptions and specifications and place the advert.
- Attend interviews as required. Following interview, prepare necessary documentation for successful and unsuccessful applicants.
- Take responsibility for and ensure that all appropriate pre-employment conditions are fulfilled, and checks are carried out in accordance with best safer recruitment practice.
- Maintain the school's Single Central Record in line with best practice.
- Meet with the Safeguarding Governor to perform review of safer recruitment procedures on a regular basis.
- Ensure safeguarding checks are performed for volunteers, trustees, agency workers, contractors, etc.
- Give constructive feedback to staff, handle potentially complicated or uncomfortable situations and take the necessary actions following this.

- Review, as required, HR related policies and procedures to ensure they are legally compliant, appropriate and up to date.
- Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.
- Handle grievances appropriately and implement any necessary actions, in conjunction with the Principal.
- Liaise with the Principal on personnel issues and provide support and advice as required.
- Support the coaching and mentoring process.
- Ensure that all staff attendance records are kept up to date and secure. Monitor attendance levels and take action as required.
- Be responsible for accurate and up-to-date personnel records in accordance with statutory and audit requirements.
- To provide advice and guidance to staff on employment issues.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- To assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations.
- Be a point of contact for the Principal, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Undertake any ad hoc HR projects as required.

Main Duties: Administration Management

- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations (eg GDPR). Ensure documents are logged and archived in an efficient manner and disposed of in a secure way in line with policy.
- Oversee whole school compliance of data protection and GDPR legislation.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Signed: _____ (Employee)

Signed: _____ (Principal)

Person Specification

We are looking for an experienced HR Officer who will work in partnership with the Senior Leadership Team to provide advice and support on HR matters.

You should possess up to date knowledge and understanding of HR best practice with a good understanding of employment law. Experience of working in the education sector would be an advantage. You must possess excellent communication and inter-personal skills as well as a high level of accuracy and attention to detail. It is essential that you are able to self-manage and schedule your work to meet key deadlines. The ability to maintain confidentiality is a key requirement.