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## JOB DESCRIPTION

**JOB TITLE:**            **HR Officer**

<b>Purpose:</b>	To provide personnel support for the school's HR function.
<b>Reporting to:</b>	Business Manager
<b>Responsible for:</b>	-
<b>Liaising with:</b>	Headteacher Headteacher's PA Business Manager Finance Manager Senior Leadership Team Staff External Agencies
<b>Working Time:</b>	37 hours per week, all year round
<b>Grade:</b>	5 points 9-12
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	May 2023

<b>MAIN (CORE) DUTIES</b>	
<p>The specific duties and responsibilities pertaining to the HR administrator are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied with at all times.</p>	
<b>Support for Staff</b>	<ul style="list-style-type: none"> <li>• Provide HR and payroll advice as required, in liaison with HR provider and Business Manager.</li> </ul>
<b>Support for Students</b>	<ul style="list-style-type: none"> <li>• To act as part of the first aid team</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Manage the recruitment and probation process for staff, using the relevant support of payroll and HR providers, portals and processes including: <ul style="list-style-type: none"> <li>- placing advertisements, using press and other publications, school website / Sharepoint, e-teach and utilising other media tools</li> <li>- responding to enquiries and administering the shortlisting process</li> <li>- making arrangements for interview day</li> <li>- participating in the recruitment interview process where required</li> <li>- ensuring all paperwork relating to recruitment and HR is received and uploaded correctly</li> <li>- raising requests for references and medical clearance, and alerting the business manager to any issues</li> <li>- issuing end of probation letters to staff who have successfully completed their probation period</li> <li>- acting upon information received from the Business Manager / Headteacher to set up new contracts or amend existing contracts</li> <li>- maintaining all records relating to recruitment, induction and probation including archive material</li> </ul> </li> <li>• To work with HR provider to ensure all personnel letters are produced and sent in a timely manner.</li> <li>• To ensure all school based Personnel records (including electronic files) are accurate and kept up to date and confidential.</li> <li>• To liaise with payroll over changes to staff pay.</li> <li>• To keep SIMS and payroll provider up to date with staff personnel information</li> <li>• To arrange staff induction.</li> <li>• To undertake delivery of the school's absence management administration including return to work forms and absence meetings in conjunction with the Business Manager.</li> <li>• To update absence records on SIMS and track absence patterns on excel. Compile statistical absence reports.</li> <li>• To monitor and manage staff medical certificates.</li> <li>• To support the Business Manager in updating external HR provider database.</li> <li>• To support the Business Manager with administration of OH referrals.</li> <li>• To provide general administration support as required.</li> <li>• To ensure Reception have new staff contact details for staff telephone lists.</li> <li>• Check and input monthly payroll variances and staff absences</li> <li>• Maintain Monthly Changes Spreadsheet detailing all changes to contracts, starters, leaver and data changes. Provide this to the Finance Manager in a timely manner each month.</li> <li>• Complete an annual audit of the payroll provider records, Pensions records and SIMS to ensure consistency.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage issuing of annual salary statements and data collection forms to all staff annually.</li> <li>• To produce the Workforce Census in SIMS and upload to DFE website.</li> <li>• Review missing service for teachers' pensions</li> <li>• Ensure all LGPS leaver/starter and change forms are completed by Payroll Provider and sent to Shire Hall</li> <li>• Assist with the annual updating of the Personnel handbook.</li> <li>• Maintain the single centre register, including relevant pre-employment checks including Right to Work in the UK, DBS, overseas checks and teacher prohibition.</li> <li>• Maintain records of staff appraisals. Ensure they are completed in a timely manner.</li> <li>• Ensure staff leaver processes are followed, including destruction of documentation (paper and electronic).</li> </ul>
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>• To support the Administrative Team with reports and information as required during an evacuation or other emergency.</li> </ul>
<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software.</li> <li>• Experience of school pay and HR procedures.</li> <li>• Good SIMS knowledge.</li> <li>• A good level of numeracy and literacy.</li> <li>• Experience of working in an educational setting with students.</li> <li>• Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)</li> <li>• Good standard of education (Essential) with relevant degree. (Desirable)</li> <li>• Safer Recruitment trained. (Desirable)</li> </ul>
<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative and with resilience.</li> <li>• Self motivating with the ability to multi-task.</li> <li>• Good interpersonal skills and ability to work with people at all levels.</li> <li>• Flexible and adaptable.</li> <li>• Able to maintain confidentiality in all circumstances.</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Able to develop and maintain close links and work effectively with staff both within and beyond the school</li> <li>• Able to gather information and produce reports</li> <li>• Confident user of ICT. Must be numerate, literate and well organised.</li> <li>• Good planning and organisational skills and a flexible approach to the management of work.</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>• Ability to prioritise own workload</li> </ul>

<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school’s staff development programme by participating in arrangements for further training and professional development.</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
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<p><b>EMPLOYEE RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school’s corporate policies.</li> <li>• To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.</li> <li>• To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.</li> <li>• To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.</li> <li>• To support the school in meetings its legal requirements for worship.</li> <li>• To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• 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.</li> </ul>
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<p><b>HEALTH AND SAFETY</b></p> <p>To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.</p> <p>Chosen Hill School operates a No Smoking policy.</p>
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**SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**May 2023**