

JOB DESCRIPTION: HR OFFICER

Grade: Scale 6 Spine Point: 18

Effective from: Autumn 2024

The role of HR Officer, under the direction of the Director of Business and Operations, ensures the smooth operation of HR functions at St John Bosco College including recruitment, employee record maintenance and payroll and pension administration. This role also includes data inputting and is required to produce reports relating to key HR indicators. The HR Officer will work closely with, and be of key support, to the Director of Business and Operations in the delivery of a high quality and efficient HR service.

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| Responsibilities |
| Recruitment and Induction* Organise and co-ordinate recruitment campaigns for all teaching and support staff, keeping the Director of Business and Operations up-to-date with recruitment progress
* Track and review applications, preparing shortlisting packs and provide any necessary guidance to the shortlisting manager
* Schedule interviews, preparing interview packs, room bookings and making any additional arrangements required for the day
* Correspond with all shortlisted applicants ensuring that any anomalies on their application forms are addressed
* Greet and assist interviewees on the day, verifying paperwork as required and ensure all post interview documentation are completed by interviewing panel and the panel lead
* Archive all applications and recruitment packs, ensuring GDPR compliance
* Be responsible for and issuing all pre-employment documents, including conditional offer letters, and subsequently ensuring all checks are satisfactory received in accordance with safer recruiting procedures
* Maintain new starter checklists, ensuing accurate completion of information for new staff and evidence is received before intended start date. Send out confirmation of employment start date when applicable
* Prepare new starter welcome packs to include employment contracts
* Assist with staff induction process, ensuring all new staff are invited to scheduled inductions and all appropriate induction documentation is provided to all new starters.

Employee Records and Data Management * Ensure all new staff and any staffing changes are updated accurately in the MIS
* Maintain electronic and manual personnel files in line with GDPR requirements, creating new files and archiving leaver files in line with data retention policy
* Be responsible (with the Director of Business and Operations) for keeping the single central record up to date and accurate
* To ensure that the MIS is up-to-date and accurate to enable the successful return of the annual school workforce census.

Operational * Be the first point of contact and respond to routine HR, Payroll and Pension related queries
* Issue any contract variation letters to staff and ensure these are reflected on the school’s MIS
* Support line managers with probation process for new starters on support staff contracts, issuing probation calendars and tracking progress and ensuring paperwork is completed on time
* Maintain and monitor absence records for all staff, completing routine return to work interviews and ensuring the Director of Business and Operations is made aware of any absences triggering the code
* Maintain up to date staff training records
* Prepare and issue standard HR letters and documentation
* Keep abreast of all new national HR legislation and contribute to their inclusion and implementation in the school’s, policies and procedures where applicable
* Support the Director of Business and Operations in the development and maintenance of clear and efficient administrative processes for HR, recruitment and training activities.

Payroll* Maintain up to date contract, pension, maternity, paternity and other information, liaising with payroll as appropriate
* Input the twice monthly payroll submission and contribute to the payroll checking process.

Other Duties* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2024 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To be fully aware of the requirement as set out in Keeping Children Safe in Education
* To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection
* Assist with the Staff Wellbeing and employee benefit provision in collaboration with the Director of Business and Operations and SLT
* Actively promoting Equality and Diversity throughout the school
* Ensure confidentiality of information, including safeguarding current, past and prospective employee information, in line with legal rights
* Stay updated with developments in employment legislation and HR best practices.

GeneralWhilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.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. |



 PERSON SPECIFICATION: HR OFFICER

Grade: Scale 6 Spine Points: 18 - 20

EFFECTIVE: Autumn 2024

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| Outline of Key Abilities |
|  You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section   |
| Key: |
| **E – Essential D – Desirable A – Application Form I – Interview/Selection Process**  |

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| Qualifications and Experience | E  | D  | A  | I  |
| 1  | GCSE (or equivalent) grade C or above qualification in English and Mathematics | √  |   | √ |  √ |
| 2  | CIPD Level 3 qualification or a willingness to work towards it |   | √ | √  | √  |
| 3 | Proven experience within a HR setting | √ |  | √  | √  |
| 4 | Experience using HR Databases and Microsoft Office applications | √ |  | √  | √  |
| 5 | Experience in the education sector |  | √ | √  | √  |
| 6 | Experience in giving HR, Payroll and Pensions advice | √ |  | √  | √  |

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| Knowledge | E  | D  | A  | I  |
| 7 | Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children |   |  √ | √  | √  |
| 8 |  Knowledge of GDPR and Data Protection, Retention Policies and Freedom of Information Requests |  √ |  | √  | √  |
| 9 | Working knowledge of Payroll and Pensions | √ |  | √  | √  |
| 10 | Knowledge of Payroll, Pensions or Employment Legislation | √ |  | √  | √  |

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| Skills and Abilities | E  | D  | A  | I  |
| 11 | Excellent organisational skills with the ability to manage multiple tasks and priorities effectively. |  √ |  | √  | √  |   |
| 12 | Strong attention to detail, and ability to be accurate in administrative tasks. |  √ |   | √  | √  |
| 13 | Good interpersonal and communication skills, bot written and verbal  |  √ |   | √  | √  |  |
| 14 | Ability to follow process and procedures and ensure consistency of approach | √ |   | √  | √  |
| 15  | Strong IT skills including proficiency in Microsoft Office |  √ |   | √  | √  |
| 16  | Ability to maintain confidentiality and handle sensitive information appropriately  | √ |  | √  | √  |
| 17  | Ability to work independently and as part of a team | √ |   | √  | √  |

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| Personal Qualities | E  | D  | A  | I  |
| 18 | Professional and approachable demeanour | √ |  | √  | √  |
| 19 | High level of integrity and commitment to maintaining confidentiality | √ |  | √  | √  |
| 20  | Flexibility, sensitivity and the ability to find solutions | √ |   | √  | √  |
| 21 | Proactive attitude and a willingness to undertake training to learn and develop new skills | √ |   | √  | √  |
| 22  | Commitment to the aims of the school  | √ |   | √  | √  |