

Job description: HR Officer

Job details

Salary:	Scale 5 to Scale SO1 £29,364 to £36,417
Hours:	36 hours per week all year round
Holiday:	32 days plus bank holidays
Contract type:	Permanent
Reporting to:	School Business Manager

Main purpose

The HR Officer will provide an effective and efficient HR function for the school. This will include, but is not limited to recruitment and selection, managing staff contracts and variations, administration for school procedures (eg sick code, disciplinary's), payroll management, new staff clearance checks and liaison with recruitment agencies to secure temporary staff.

Duties and responsibilities

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles.
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with the Headteacher.
- Oversee the recruitment process, including communicating time frames to all involved and sending out the necessary information at each stage.
- Preparing material for interviews, including collating interview questions and developing tasks.
- Taking and checking pre-interview references.
- Ensure safer recruitment procedures are followed.
- Issue employment offer letters and contracts.
- Undertake new starter recruitment checks and follow-up any missing information.
- Organise induction for new starters.
- Support line managers to follow probation procedures and reviews.

Supply agencies and staff

- Liaise with agencies to secure supply staff as requested by the Headteacher.
- Check agency arrangements and timescales for free transfer of staff from the agency to the school.
- Negotiate competitive rates and ensure the agency is informed of working hours required.
- Ensure the agency have undertaken all pre-employment checks and that these are up to-date.
- Arrange trial days for suitable candidates.

- Arrange induction of new supply staff.
- Sign invoices for supply staff having checked timesheets against INVentry (the signing in/out system) to ensure they are accurate. Keeping a record to avoid duplication of charges.
- In liaison with the Finance Officer query timesheet discrepancies and request credit notes.

Safeguarding and record keeping

- Ensure all staff records are kept up to-date on the schools ARBOR database.
- Regularly run the single central record (SCR) report to ensure that all checks and records are complete.
- Follow the schools DBS checking process, ensuring compliance with requirements and efficiency is achieved.
- Keep records in accordance with the school's record retention schedule and data protection law, to always ensure information security and confidentiality.
- Maintain accurate and up to-date HR records on ARBOR, electronically and in paper files.
- Update staffing information as necessary to support the school's payroll operations.
- Maintain accurate and up to-date records of agency staff starting and leaving dates, rates and their compliance checks.
- Provide support with preparation for the School Workforce Census.

Payroll & Contract Changes

- Under instruction from the Headteacher, administer contract variations including informing payroll.
- As required issue new contracts to staff who change their designation and ensure payroll are informed appropriately.
- Submit monthly absence reports to payroll.
- Check and submit claims for allowances and overtime to meet payroll deadlines.
- Check payroll reports to ensure changes, claims and absences have been processed.

Procedure Support

- Act as the point of contact for staff questions about HR policies and procedures.
- Provide reports and support to line managers who hold sick code meetings.
- Minute sick code meetings and any other HR process related meetings as requested.
- Support staff to complete forms for absences including sickness, maternity, paternity and parental leave.
- Provide advice on special leave.

The HR officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.