

JOB DESCRIPTION

JOB TITLE:	HR & Project Officer
RESPONSIBLE TO :	Business Leader
GRADE:	H6-7 (SCP 14 - 23)
HOURS:	negotiable, anticipated to be 25-30 per week, term time plus 3 weeks

Main purpose of the role

The main purpose of the role is to support the Business Leader through the effective administration of all HR/personnel processes for the school, ensuring these meet school policies. In addition to this, the job holder will support change or other projects and adhoc events to ensure these remain on track for successful completion. The job holder will line manage the Cover Coordinator.

HR-related duties

- Supporting the Head and Business Leader in the review and implementation of HR policies, raising issues and recommended amendments as required and ensuring the necessary process and documentation changes are made to reflect policy changes
- Ensuring all staff records are accurate and up to date
- Support the Business Leader in the administration of the support staff appraisal process including probationary reviews
- Cover management:
 - Supporting the Cover Coordinator in ensuring all absence from timetabled sessions is covered appropriately and including in the absence of the Cover Coordinator
 - Reviewing Cover statistics and recommending policy changes or actions to the Head or Business Leader
- HR relating to staffing and contracts of employment:
 - Overseeing all new and changed staff contracts and ensure these are confirmed to staff in writing and have been fully authorised, implemented and recorded
 - Ensuring staff have access to the appropriate resources eg. IT systems access, managing Google groups, email groups, access to online training and chromebooks
 - Ensuring Consent Forms and Register of Business Interest Form are all completed and signed annually
 - Completing the Workforce Census, ensuring no omissions or errors
 - Supporting the Finance Manager when required with annual pay awards and increments, pension records and other payroll matters
 - Ensuring additions and amendments to staff payroll including sickness are submitted through the online portal each month
- Ensuring robust staff absence management
 - Tracking absences through monthly reporting and review, ensuring issues (such as absence outside school policy or which should be unpaid) are identified and addressed through appropriate meetings and Attendance Improvement Plans/targets
 - Ensuring sickness is certified through green forms or doctor's notes and holding brief return to work meetings with employees or arranging for these to be undertaken by a relevant member of SLT

- Maintaining non-sickness absence records, issuing and collating internal record forms and ensuring these are paid or unpaid as per school policy
- Identify the need for Risk Assessments and arrange for a meeting with the employee and line manager or relevant member of SLT to agree adjustments
- Prepare all relevant documentation for the above meetings, seeking guidance from HR Advisory if needed
- Escalating concerns or issues to the Head or Business Leader as appropriate
- Support the Business Leader with Occupational Health referrals
- Monitoring support staff contracted hours
 - Ensuring the support staff TOIL and additional hours policy is applied to staff and that line managers understand the policy and processes
 - Ensure there is an appropriate system to track support staff hours against contracted hours and that any issues are addressed

Projects and other support

- Support the Business Leader or other operational management in the planning, organisation and coordination of adhoc projects, grant bids and events which may include preparing communications, budget requests, purchasing, engaging and liaising with key staff, tracking progress/budgets and undertaking post implementation reviews
- Supporting the Business Leader or other office support staff in covering absent colleagues

Deputising on recruitment if necessary

- All aspects of recruitment and ensuring selected candidate is successfully brought on board as a member of staff
- Ensuring induction policy and processes are followed
- Following recruitment, ensure all pre-employment checks are completed and recorded accurately in school records
- Maintain the Single Central Record, keeping it up to date at all times and ensuring it achieves a clean annual audit each year

Other responsibilities

- Undertake training and attend courses as required in order to carry out duties efficiently and effectively.
- Actively support the positive ethos, atmosphere and aims of the school and uphold school values
- Support whole school activities and events
- Participate in the school's arrangement for the professional development of staff

Person Specification

The below is not an exhaustive list, nor is it essential to have detailed experience or expertise in every area. Most importantly we are looking for candidates who are able to support our vision and values and are keen to learn and develop themselves.

Knowledge and Experience

Level 3 educational qualifications or higher
Numeracy and literacy qualifications appropriate to a supervisory position
Understanding of HR policies, processes and employment law

Experience of working in an HR administration capacity
Experience of working in a school environment
Understanding of safeguarding and other appropriate regulations
Understanding of payroll, staff contracts and sick pay or willingness to learn

Skills and abilities

Excellent planning, organisation and time management skills
Ability to review and develop systems and procedures
Ability to assess issues and proactively find solutions
Ability to plan for and respond positively to change
Good attention to detail
Excellent communication and interpersonal skills
IT skills (for example, including Arbor or other school MIS, SAP Payroll, Google Suite including spreadsheets, use of online processes and production of management reports)
Ability to analyse and evaluation information
General administration skills
Tact and discretion when dealing with confidential matters
Ability to prioritise work, especially during busy periods
Positive outlook based on good humour and enthusiasm.
Personal commitment to the school values, aims and ethos
Willingness to engage in school activities and events

Equalities

Be aware of and support differences and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

It is anticipated that the job holder will work Monday to Friday, leaving time negotiable. The additional working week for INSET and key school events/activities will be determined by the school calendar or as directed by the line manager. Further working days in addition to INSET will be planned ahead and will include a week in the summer holidays. On occasion the job holder may be required to adjust their working pattern to cover for colleague absence or attend a school event/meeting.

This job description is current at the date shown and may change if any further re-structuring takes place. 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. 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.

The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the Business Leader.