Job Description – HR Officer

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| Job Title  | HR Officer  |
| Grade  | Scale 6 (£24,496 - £26845) |
| Hours weeks etc | Minimum 30 hours, 5 days a week |
| Reports to  | Executive Headteacher, |
| Job Purpose  | * Recognise the positive impact on staff wellbeing and school performance of an efficient and effective HR service.
* To provide an efficient and effective HR service
* To administer the secure and confidential processing and retention of the school’s HR data.
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| Duties – Unless specifically stated these duties relate to both Teaching and Support staff.  | * Ensure staff personnel files, both manual and computerised, are properly maintained and secured and that data is handled in accordance with statutory provisions, data protection and school policies.
* The preparation and maintenance of job descriptions, job adverts and person specifications for all staff.
* Prepare and issue contracts of employment and manage an efficient system to ensure all contract reviews /incremental review dates are met including review of temporary responsibilities and fixed term contracts.
* Administer the induction procedures as appropriate.
* Ensure probationary reviews are undertaken in a timely and effective manner (6, 12 & 18 week reviews) and, after six months, staff promptly receive confirmation of employment.
* Responsible for the prompt and accurate preparation of all forms in relation to staff personal data and salary information to payroll.
* Responsible for the monthly input of staff absence, overtime, leavers, joiners, increments, contract and personnel changes for payroll.
* Ensure all staff complete and return leaver forms and provide data analysis
* Manage an effective system of recording staff absence, ensuring medical certificates are received and relevant forms completed.
* Responsible for ensuring the accurate and timely issue of the teachers’ and support annual salary statement.
* To act as the first point of contact for staff personnel and salary queries, referring where appropriate to senior managers.
* Process DBS, Barred List, Teachers Sanctions and Social Media Checks
* Maintain the comprehensive single central record (SCR) for DBS checks, right to work, overseas checks and S128.
* Prepare and maintain termly staffing lists.
* Prepare and submit staffing data for Schools Workforce Census (SWC) Ensure data is up to date and accurate and meets current guidelines. Investigate and rectify errors and warnings.
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|  | •  | Be aware of upgrades to the SIMS personnel system and how this will affect data input and reports generation. Communicate changes to other users.  |
|  | •  | Undertake administrative duties as required.  |
|  | •  | Keep up to date on school related personnel and associated payroll issues and undertake training commensurate with post. Maintain GDPR records and provide support on SAR’s and FOI requests |
| General  | •  | To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.  |
|  | •  | To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.  |
|  | •  | Ensure that all duties and services provided are in accordance with the school’s equal opportunities policy.  |
|  | •  | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.  |
|  | •   | The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.  |