

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## JOB DETAILS

Job title: HR and Compliance Officer

Directorate: The Garden School

Reporting to: School Operations Manager

Grade: Scale 6

Hours: 36 hours per week, term time only (39 weeks) plus 10 days (08.30-16.45)

## Job Description

### Job Purpose

- To provide a link role in whole school business compliance
- To undertake HR compliance and transactional HR services
- To undertake Health and Safety compliance and transactional H&S support
- To support in using Social Media Platforms e.g. School Website, Twitter, YouTube etc. and to maintain compliancy across all platforms.
- To provide admin and logistics support to Senior Leadership Team as a group

### Main duties and responsibilities:

#### HR

- Support and undertake HR transactional administrative and compliance duties connected with
  1. Recruitment and selection and leavers processes (end to end on boarding to exit)
  2. Employment contracts and personnel records (files and SIMS)
  3. Maintain Single Central Record ( SCR)
  4. Support in the analysis and monitoring of attendance data (sickness, lates, other absence)
  5. Daily cover book and Agency engagement
  6. Weekly reports on Teaching support staffing levels
  7. Annual pay statements
  8. Administration of payroll changes liaising with Finance Officer
  9. DBS renewals, reporting issues and lapsed clearance to School Operations Manager and Safeguarding Officer
  10. Produce regular reports and analyses
  11. Produce required staffing, absence, punctuality and other statistical and comparison reports as required for Senior Leadership Team and Governors.
  12. Produce school staff census return for DfE
  13. Ad hoc reports on staffing
  14. Ensure HR related compliance with legal requirements re contracts, safer recruitment, safeguarding, school based transactional procedures, reports and returns



This list is not exclusive or exhaustive

## **Health & Safety**

- Support and undertake administrative, reporting and recording processes and duties connected with
  1. Maintenance of First Aiders quota
  2. Ensure proper maintenance of First Aid records
  3. Analysis and statistical reporting of First Aid data
  4. Accident and incident reporting
  5. Accident and incident records
  6. Accident and incident reporting to Local Authority and outside Agencies as needed for compliance
  7. Analysis and statistical reporting of Accident and incident data to SLT and Governors
  8. Support Senior Leadership in overseeing Risk Assessments.

## **Whole school Business compliance**

- To act as central monitoring point and 'whipper in' of all compliance requirements other than Finance
  1. Ensuring central calendar of compliance dates and subjects is maintained and monitored
  2. Liaise with other staff with compliance functions to ensure/obtain reporting information accordingly
  3. Report to SOM and SLT on compliance monitor

(This will cover compliance requirements for HR, H&S, Data protection, Safeguarding, Governance, Statutory and other regulatory returns)

## **SLT Support**

- To support SLT as a group entity
  1. Logistic support for team meetings and team led events
  2. Data support for team agendas
  3. Attending SLT meetings, taking and providing action point updates/minutes
  4. Acting as whipper in of action point progress for reporting

## **Social Media**

- To support the SOM in use, development and monitoring of School Website, Twitter, YouTube etc. and to maintain compliancy across all platforms

## **Other Responsibilities:**

1. To undertake additional or other duties as directed and deemed appropriate by the Senior Leadership Team and School Operations Manager.
2. To present and report to the Senior Leadership Team as and when required.
3. To attend meetings as and when required.
4. Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

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5. Promote and safeguard the welfare of children, young and vulnerable people.



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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
1. National level 3 or equivalent qualification or equivalent experience.	✓	
2. National level 2 in Literacy and Numeracy	✓	
<b>Knowledge &amp; Experience</b>		
3. Experience of providing high-level support in a busy, fast paced environment.	✓	
4. Organisational and analytical applications	✓	
5. Interaction and liaison with a wide range of people and functional cooperation	✓	
6.		
7. Experience of producing meeting minutes and documents of a high quality.	✓	
8. Knowledge of wide range of compliance and regulatory requirements in schools.		✓
9. Extensive high level use of Microsoft Office and database and data management systems	✓	
<b>Skills</b>		
10. Self-starter, work on own initiative, strong organisational skills, and good written and analytical communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
11. Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
12. Ability to build effective working relationships with a wide variety of individuals. , negotiating ability and tact to promote good relationships and achieve goals	✓	
13. Draws logical and accurate conclusions from sometimes complex information.	✓	
14. Embraces responsibility for identifying sound and effective solutions to a variety of different problems.	✓	
15. Experience of managing and organising a senior manager support	✓	
16. Demonstrates an attention to detail and an ability to stick at routine tasks.	✓	
17. The ability to set up and develop administrative systems, for checking, monitoring data the ability to use information technology to a high degree of expertise.	✓	