



**OUR LADY'S**  
CATHOLIC HIGH SCHOOL

# HR Officer

## Candidate Pack

Location: London Borough of Hackney, N16 5AF

Salary: NJC Pay Scale SO1 (Inner London)

Contract: Full Time, Term-time + two weeks (41 weeks)

Permanent

Start date: as soon as possible



Visit Our Website

<https://www.ourladys.hackney.sch.uk/>

**APPLICATION CLOSING DATE**

**14TH MARCH 2024, BY 12 NOON**







# Welcome Letter from the Headteacher

Dear Colleague,

Thank you for your interest in the post of **HR Officer** at Our Lady's Catholic High School.

Our Lady's Catholic High School has a rich history, established in Amhurst Park in 1904 by the Servite Sisters. Our founders' Servite values continue to shape our institution, fostering inclusivity and a commitment to nurturing each child as well as promoting excellent academic outcomes.

Our standards are high and maintained through excellent teaching, positive relationships and a culture of high aspiration.

From September 2024, the school will admit boys into Year 7, providing the same high-quality teaching and personal development opportunities that our girls experience.

The school has recently been graded as 'Good' by Ofsted and was graded as 'Outstanding' during its section 48 inspection in 2017.

Details of how to visit the school or arrange an informal conversation with me are included in the job advert. We look forward to receiving your application.

Yours sincerely,

Andy English  
**Headteacher**



# Job Purpose & Key Responsibilities

## Job purpose:

- To undertake duties across a range of HR activities including recruitment and selection, data management, processing DBS checks, reporting, compliance Single Central Record and general HR administration
- To support the implementation of relevant policies and procedures within the school which models best practice and is compliant with legislation, whilst meeting the needs of the school
- To be a reliable source of confidential advice and guidance in all matters related to HR to the Leadership Team and across the school and under the guidance of the Headteacher

## Ethos:

All staff are expected to support the Catholic ethos and Servite values of the school.





# Key Responsibilities

## Key responsibilities:

- General HR function duties and administration
- Ensuring employment legislation compliance
- Further development of HR function
- Absence management
- Performance management
- Leave and holiday management
- Recruitment and safeguarding
- Promote effective, open and honest working relationships with all colleagues
- Promote an effective employee relations environment within the School
- Support leaders at all stages of employee relation cases as appropriate
- Assist in the design and/or delivery of HR training
- To be responsible for absence records and management
- To be responsible for processing and tracking all Occupation Health referrals, ensuring that arrangements are made for any necessary adjustments to working conditions as directed by the Headteacher







## Key Responsibilities

- Supporting staff through the whole Occupational Health referral process
- To be responsible for informing the Headteacher, SLT and Line Managers of issues concerning staff, liaising closely with all HR stakeholders
- To be responsible for daily cover assignment
- Work with SLT to ensure the effective induction of new staff
- To keep up to date with changes in HR legislation, and ensure that HR guidance and advice at all times reflects and reinforces employment law, good practice, customer care and the provision of a high-quality service
- To ensure that GDPR principles are applied in all areas of HR work
- Track staff absences and ensure return to work interviews are held with the staff member's line manager after every sickness absence
- Monitor, analyse and report on staff sickness, and ensure that effective processes such as return-to-work meetings are correctly and effectively followed by staff and line managers to ensure improvement of attendance
- Complete Occupational Health referrals in a timely manner, setting up workplace assessments, specialist appointments and training, liaising with Occupational Health when required
- Ensure contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points
- Support line managers in taking appropriate preventative and reactive measures to ensure that absence is minimised
- Provide SLT with reports on HR data on a regular basis such as absence, starters, leavers
- Complete termly HR reports



# Key Responsibilities

- Ensure Leave of Absence requests are reviewed by the Headteacher, that staff are formally notified of the outcome of requests and personnel records and payroll are updated
- Issue maternity guidelines and paperwork and ensure that risk assessments are carried out regularly once the School is aware a member of staff is pregnant
- Ensure contact is maintained and manage keeping in touch (KIT) days
- Ensure paternity guidelines and/or shared parental leave guidelines are followed as and when necessary
- Manage and record holiday entitlements for support staff in liaison with their line managers
- In liaison with the Business Manager ensure staff on all-year-round contracts are aware of their work plan during school closure
- To ensure that performance management and appraisal processes are being followed
- To ensure appraisals are placed on Bromcom (the performance management system in use at the School) in a timely manner





# Key Responsibilities

- Administration of recruitment including: identifying upcoming recruitment demands; advertising; providing shortlisting documentation to panel; organisation of assessments and interviews; pre-employment screening; preparation of offer or variation to contract letters and contracts of employment; reference requests; ensuring completion of all compliance checks and that the HR file is correctly signed off before the employment is confirmed; ensuring new colleagues are kept up to date with arrangements for their new employment prior to starting
- Ensuring Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met (this includes agency staff, volunteers, contractors and governors)
- Ensuring that the school's Single Central Register is maintained and developed according to statutory DfE and Ofsted requirements, including that new and existing DBS applications are managed according to the latest legislation
- Advising the Headteacher on safeguarding disclosures
- Coordinating exit interviews
- Leading, developing and evaluating the induction process for all non-teaching staff





# Key Responsibilities

## Community

- Ensure an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

## Safeguarding

- Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including identity and enhanced DBS checks and a willingness to demonstrate commitment to the standards which flow from our vision and values.





# How to apply

If you are interested, please complete the Application and Recruitment Monitoring forms and send these to Human Resources Manager at **recruitment@olchs.co.uk**

The Forms can be found on our website.



<https://www.ourladys.hackney.sch.uk>



[recruitment@olchs.co.uk](mailto:recruitment@olchs.co.uk)



6-16 Amhurst Park, London, N16 5AF