

JOB DESCRIPTION - HR Officer

Salary:	NJC Pay Scale SO1 (Inner London)
Contract:	Permanent Full-time (35 hours per week) Term-time + two weeks (41 weeks)
Responsible to:	Headteacher
Disclosure level:	Enhanced

Ethos:

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

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

Key responsibilities:

- **Main duties**
 - 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
 - Supporting staff through the whole Occupational Health referral process

**'Shaping tomorrow,
Inspired by faith.'**



An Outstanding Catholic School

- 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
- **Employment legislation**
 - 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
- **Communication**
 - Work with the Headteacher on further development of HR function
- **Absence management**
 - 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
- **Performance management**
 - 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
- **Leave of Absence and Holidays**
 - 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
- **Recruitment and safeguarding**

- 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
- **Administration**
 - Developing and maintaining HR files in line with statutory requirements and according to best practice
 - To be responsible for the inputting and quality of data on all HR records and files.
 - Ensure the effective maintenance of both manual and electronic personnel records, including storage and archive.
 - To ensure the safe and secure maintenance of personnel files, storage and archive systems.
 - Liaising with the school's Business Manager to ensure that relevant changes to staff pay and new starter information are communicated accurately and punctually
 - Checking and identifying anomalies and discrepancies before submission to the Headteacher for sign-off
 - Take notes at the meeting and collate and distribute minutes, ensuring all actions are completed
 - To attend meetings relating to personnel issues and clerk accurate minutes of the meetings.
 - Processing, checking and issuing annual pay statements
 - Maintaining up to date HR information for all staff
 - Maintaining and developing the school's electronic HR systems, ensuring that information held is accurate and up to date
 - Maintaining CPD records for staff
 - Completing the annual School Workforce Census
 - Maintaining staff database
 - Overseeing the staff appraisal system, ensuring that the process is effective in improving performance and that cycles are completed in a timely manner
- **General**
 - Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate

- Contributing to and sharing in the life of the school
- Dealing effectively and calmly with emergencies, should they arise
- Applying a strong sense of vision and commitment to service and quality assurance
- Ensuring that health and safety and child protection regulations are observed at all times
- Any other duties as reasonably required by the Headteacher
- **Other**
 - Along with the above, and in line with all other members of staff, the post holder is required to undertake any other reasonable duties as required by the Headteacher

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.

The postholder may be required to work outside of normal school hours on occasion (e.g. Parent evenings, Twilight sessions, etc.), with due notice.

This job description is not exhaustive and may be subject to change. This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. This job description will be reviewed regularly.

PERSON SPECIFICATION - HR Officer

	E / D
QUALIFICATION	
Educated to a degree level or equivalent	D
A relevant professional qualification	E
CIPD Level 5, or working towards with equivalent demonstrable experience	D
EXPERIENCE	
Providing advice and guidance to manager and/or customers on a broad range employee relations issues	E
Working in a customer facing HR role	E
Familiarity with HR systems or other management reporting systems	E
Contributing to the improvement of people-related policy or practice	E
Working in a large and diverse organisation	D
KNOWLEDGE AND SKILLS	
Working on own initiative and making judgements within the defined boundaries of the role	E
Knowledge of a range of HR practices and procedures acquired through relevant training and/or experience	E
Excellent standard of verbal communication, able to convey advice clearly and concisely	E
Excellent interpersonal skills with the ability to develop successful working relationships	E
Good standard of written communication, able to write fluently and concisely with attention to detail e.g., letters, reports, policies	E
Excellent IT skills and good working knowledge of MS computer packages e.g., able to set up and maintain spreadsheets and interrogate information for use in management reports	E
A team-based approach to work	E
Knowledge of current employment law	E
Good time management skills, together with a methodical and organised approach to work	E

Strong customer-oriented, solutions focussed approach	E
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D
PERSONAL	
Excellent punctuality and attendance	E
Ability to work under pressure and to deadlines	E
Excellent communication skills	E
Have a positive and 'can do' approach when solving problems	E
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E