**Human Resources Officer Job Description**

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| Role title | Human Resources Officer |
| Purpose of role | To provide high quality HR administrative support |
| Working hours | 35 hours per week for 52 weeks per year (all-year round position) |
| Line Manager | Human Resources Manager |
| Grade of Post | Scale 5 |

**MAIN PURPOSE OF THE JOB**

To support the HR Manager in providing a comprehensive Human Resources Service to the School. This will include:

* 1. Updating and maintaining accurate HR records & monitoring statistics, e.g. single central record, sickness monitoring information.
  2. Administration of the new starter process and provision of other general HR administrative support.
  3. Providing administrative support in relation to a variety of other HR processes, including staff capability, performance, grievance and disciplinary matters.

**DUTIES & RESPONSIBILITIES**

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

1. **Maintaining accurate HR records & monitoring statistics/reporting**

Under the direction of the HR Manager:

* Ensure that staff records are maintained in a confidential and accessible manner i.e. personnel files, Single Central Record, and sickness records.
* Responsible for updating Single Central Record.
* Update MIS information.
* Collate information for the Schools’ Workforce Census.
* Ensure all contractual documents are kept up to date.
* Provide staffing statistics and information as directed, using a variety of ICT applications such as Word, Excel, Powerpoint, CMIS.
* Undertake filing, including personnel records. Maintain an effective archive of ex- staff records.

1. **Assisting HR Manager with the recruitment process**

* Administer the recruitment of staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters
* Liaise with payroll regarding starters, leavers and changes to contractual terms affecting pay.
* Liaise with the Headteacher and other members of the senior leadership team to respond to requests for references.

**4. Managing staff sickness**

* Support the HR Manager in the development and maintenance of systems to ensure all staff sickness is accurately recorded and reported.
* Co-ordinate sickness absence information and ensure payroll is informed.
* Update and maintain sickness absence database.
* Submit monthly absence returns to payroll.
* Reconcile records with MIS.
* Take notes of meetings.

**5. Payroll**

* Administer all relevant staff information relating to payroll
* Ensure all contractual changes and claims are input on the portal in a timely and accurate manner

**General**

* Produce and analyse personnel data, including provision of reports for the SLT and external agencies
* Provide general administrative support to the HR function, including drafting letters and template packs/documents, creating spreadsheets and power point presentations, taking notes and minutes of meetings, and arranging meetings.
* Undertake research as directed by the HR Manager.
* Attend team and staff meetings and INSETs as required.
* Undertake appropriate continuing professional development; and identify areas for own professional development.
* Ensure all duties and responsibilities are discharged in accordance with the School’s Health & Safety at Work Policy.
* Comply with the School’s Equal Opportunities, Child Protection, Confidentiality, and other policies, assisting with their development and promotion within the School, reporting all concerns to an appropriate person.
* Undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

All support staff are expected to:

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

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| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |