

## Ripplevale School Job Description

<b>Post Title:</b>	<b>Human Resources Coordinator</b>
<b>Reporting to:</b>	<b>Headteacher and Senior Leadership Team</b>
<b>Responsible for (staff):</b>	<b>N/A</b>
<b>Liaising with:</b>	<b>Senior Leadership Team and staff</b>

### Summary of main duties of the post

To lead on staff recruitment, maintain records for staff performance management, organize staff training, monitor and maintain records for staff absence, maintain Single Central Record and manage disciplinary investigations and procedures.

### Operational/Strategic Planning

1. Work with SLT to ensure that effective systems are in place for the SLT to manage the school in an efficient and organised manner.
2. Produce internal audit reports for SLT and make recommendations regarding improvements to school management and protocols.
3. Work with SLT to organise staff training, performance management and personnel data.
4. Agree priorities with the SLT for the academic year and put in place systems to ensure priorities and goals are met as agreed.

### HR Coordinator Duties

5. Monitor and record staff absences, advising line manager when necessary. Ensuring processes such as return to work or attendance review meetings are completed and recorded.
6. Lead on recruitment in order to ensure all relevant stages are complete (such as advertisement, preparation for interview, responding to successful/unsuccessful applicants, completing reference checks and organising inductions) and signed off by the Headteacher prior to confirming start date.
7. Act as part of the beacon of the school, attracting high-quality candidates for required roles
8. Maintain personnel records, ensuring data is up to date
9. Ensuring all new starter checks/tasks are complete prior to the employee start date.
10. Update and monitor performance management, advising line managers when necessary. Ensuring these are recorded.

11. Monitor and update the Single Central Register of Staff Appointments, recording evidence where relevant.
12. Monitor, book and update staff training schedule in liaison with SLT and maintain training records.
13. Ensure all Personnel and HR files are fully up to date, reviewed and organised. They contain all relevant information and are regularly stripped of out-of-date data, which is archived or destroyed as required.
14. Play a pivotal role in all HR processes, actively, quietly and fairly. Ensuring we uphold the highest possible standards of fairness, whilst maintaining engagement and compliance.
15. Contact Peninsula for HR guidance and support Senior Leadership Team in cases of investigations, disciplinary processes
16. Lead on investigations and disciplinary processes and meetings.
17. Line manage assistant within HR department.

### **General Admin Duties**

18. Respond to routine enquiries in person, via email and telephone
19. Provide support in line with school evacuation procedures
20. Maintain online school calendar and room booking system
21. Contribute to the development of administrative systems and procedures
22. Take minutes of meetings as requested

### **Child Protection**

23. To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
24. To participate in all Child Protection training required by the school.
25. To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, / the Head or the Directors.

NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

### **Quality Assurance**

26. To take part in the creation of quality standards, as part of the senior team, for their areas of responsibility.
27. To help to implement school quality procedures and to adhere to those.
28. To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

### Communications and Liaison

- 29. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- 30. To follow agreed policies for communications in the school.
- 31. To communicate with staff to ensure HR processes are transparent.

### Management of Resources

- 32. To ensure that when purchasing goods and services value for money is always considered prior to entering into a contract.
- 33. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school.

### School Ethos

- 34. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- 35. To promote actively the school's corporate policies.
- 36. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- 37. Participate in training and professional development as required

### Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		HR Coordinator	
		Headteacher	