**Job Description: HR Officer, Wye School**

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| **1. ROLE TITLE** |  |
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| Job Title: | HR Officer |
| Reporting Line: | Business Manager |
| Hours: | 08:00 – 16.30, Monday to Friday, term time only (0.86 FTE) |
| Salary: | Up to £24,000 pa FTE depending on experience |
| Closing Date: | 09:00am Monday 17th April, 2023 |
| Interviews:  Start Date: | w/c 17th April 2023  ASAP |

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| **2. PURPOSE OF ROLE**   * To support the Business Manager with Human Resources administration and ensure compliance with Safer Recruitment policies. |

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| **3. RESPONSIBILITES**  Recruitment   * Working with hiring managers to produce up-to-date role specifications. * Prepare job advertisements in consultation with TMP where appropriate. * Inputting of vacancies onto Applicant Tracking System (Networx). * Advertise vacancies on preferred websites (TES, Kent Teach, DfE). * Arranging informal visits as required. * Obtain references from applicants. * Forward candidates to hiring managers and coordinate shortlisting of applicants with interview panel. * Arrange interview slots and panels, ensuring appointments run smoothly on the day. * Collating scoring matrices from interview panel. * Confirming interview outcomes and feedback if requested.   On-boarding   * Inputting of new starter information onto HR system. * Photocopying and checking of required documentation for pre-employment checks, ensuring they meet statutory requirements * Where necessary, completion of risk assessments for Barred List and Overseas checks. * Ensure new employees have completed all mandatory inductions. * Monthly compliance check of Single Central Record. * Tracking of probation reviews for new joiners.   Employee Admin   * Inputting of employee contract amendments onto HR system and issuing associated correspondence. Updating working patterns and salary information on iTrent. * Tracking and monitoring probation review process, supporting line managers where necessary. * Processing leaver admin, ensuring employees are off-boarded correctly. * Inputting overtime and misc payments on HR system to ensure employees are paid correctly.   Absence Management   * Inputting of staff absence information onto HR system and trackers, ensuring all self / medical certification and leave request forms are submitted.   Training Returns   * Tracking return of signed training forms, including annual staff-student letter, plus other in-house surveys etc. where required.   Other Admin   * Assist with inputting for School Workforce Census. * Occasional Reception cover as required. * Act as First Aider and Fire Warden. * Maintain compliance within the school’s data protection regulations in all administrative processes. * Support and encourage the school’s ethos and its objectives, policies and procedures. * Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually. |

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| **3. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * HR or CIPD qualification desirable, or willingness to undertake L3 in-house HR apprenticeship. * Ability to act with discretion and maintain confidentiality at all times. * Previous administrative or office experience essential, preferably in a school environment. * Excellent planning and organisation skills with the ability to juggle multiple demands. * Excellent written and spoken communication skills. * Proficiency with Office 365 including MS Teams. * First Aid qualification desirable, or willingness to attain one. |