

# Rowhill School

## Job Description



**Post:** HR Officer

**Pay Scale:** Kent Scale 7 18 Hours 39 Weeks per year plus INSET days

### Job Description

#### Responsible to: The Head Teacher

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Job Purpose:

To provide efficient, accurate and confidential HR administrative and operational support to the Headteacher, and Senior Leadership Team, Under the guidance of our HR consultant(s).

The HR Officer will support the delivery of HR processes across the employee lifecycle, ensuring compliance with safer recruitment practices, employment legislation, and school policies. The role maintains accurate personnel records and supports staff wellbeing and engagement.

#### Key Responsibilities:

Under the guidance of our HR consultant(s):

##### 1. Strategic Inclusion Leadership

- Provides strategic and operational advice to support the Headteacher & SLT to help them to achieve the school's long term development plan and short term business objectives;
- Is available to all staff throughout the school to support their health and wellbeing;
- Provides advice, guidance and administrative service to ensure the school's compliance with best practice and current legislation;
- Focuses on the administration and documentation of personnel records with particular attention to the real time and accurate maintenance of a 'real time and inspection ready' Single Central Register (SCR)
- Create, implement and maintain all HR policies in the light of approved HR strategy and to reflect legislative and best practice requirements.

##### 2. Recruitment & Selection

- Work closely with the SLT and other hiring managers to ensure that the school's recruitment policy and practices are effective and adhere to Safer Recruitment and legislative requirements;
- Carry out the recruitment and selection process including drafting and updating job descriptions and selection criteria, drafting recruitment adverts, carrying out screening interviews for initial shortlist candidates, drafting interview schedules and
- participating in the Interview Panel;
- Maintain the School's website careers page in real time; post job vacancies on Kent Teach; monitor and remove vacancies once the closing date has passed;
- Post vacancies to appropriate vacancy websites and other publications;
- Oversee recruitment process, including applicant registers and acknowledgement correspondence. For shortlisted candidates and new appointments, complete and accurately

document ID and other necessary background checks; references, DBS applications and completion of online search. Prepare and distribute employment contracts and offers of employment; candidate rejection letters, recruitment filing etc.

### **3. Learning & Development**

- Provide guidance and support with respect to the training and development needs of all staff throughout the school;
- Identify and implement appropriate training and learning opportunities to support staff to achieve their performance standards and objectives;
- Support the SLT with the implementation and development of the annual appraisal process; helping to identify and address trends, concerns, opportunities;
- Co-ordinate Induction training for all new staff; ensure the Induction process and documentation is completed thoroughly and in a timely fashion;
- Liaise with new hires to ensure their attendance at necessary induction meetings; issue and ensure the return of completed induction documentation; identify any areas of concern and raise this with the appropriate Department Head;
- Attend INSET training at the start of each term and departmental meetings as required.

### **4. Health & Wellbeing**

- Act as a visible and credible point of contact for staff to help support their health and wellbeing;
- Signpost staff to Occupational Health / Counselling and other support services as required;
- With the support of the SLT, develop, implement and monitor the effectiveness of the school's building resilience and wellbeing policy;
- Identify and implement opportunities and initiatives to improve levels of engagement and wellbeing;
- Review absence rates throughout the school; ensure staff understand and are adhering to the correct absence reporting procedures; monitor reasons for absence identifying and acting on recurring themes, concerns etc; lead on the procedures to be followed with respect to absence and sickness absence.
- Undertake Work Station Assessments for all new staff and existing staff as required.

### **5. Communication**

- Support the SLT to further develop methods of communication to ensure staff feel involved, trusted and engaged;
- Establish and run the school's Employee Liaison Group (ELG) with the objective of improving communication throughout the school; (the ELG would form the elected consultation body for any necessary formal employee consultations required in the future);
- Conduct regular staff engagement surveys providing recommendations to the SLT;
- Conduct Exit Interviews; prepare employee turnover reports with recommendations for submission to the SLT and Governors;

### **6. Performance Management**

- Assist the SLT team with the effective oversight of staff performance management throughout the school;
- Advise on the correct procedures to be followed with respect to managing any performance or disciplinary concerns and for any grievances raised;
- Monitor probationary periods for new staff providing guidance and support to the line manager and employee as required;

### **7. Compensation & Benefits**

- Jointly responsible with the School Business Manager for the monthly payroll; check and sign off payroll for the Headteachers final approval;

- Liaise with the School Business Manager and Headteacher on all aspects of remuneration, benefits and allowances for staff;
- Ensure the school's compliance with contractual and statutory rights to pay and benefits;
- Communicate the school's pension plans to staff;
- Advise staff on statutory and contractual matters e.g. maternity leave, absence, compassionate leave, retirement etc.

## **7. Administration**

- Responsible for the development and management of HR Processes and Information Systems;
- Issue and compile on return all new starter administration including payroll and pension documentation / set up new starter file with new hire checklist / co-ordinate new hire information with the School Business Manager to ensure they are set up correctly and promptly on payroll;
- Ensure the timely maintenance of the all electronic and hard paper copies of personnel, absence and training records;
- Set up and maintain hard copy and electronic personnel files for all staff including but not limited to Governors, VMTs, Supply Staff, Club Leaders etc.; ensuring all essential documentation is contained within each file e.g.: documentary evidence of vetting and background checks, application form, interview notes;
- Maintain the eLearning platform adding new starters, removing leavers ensuring that all relevant training is completed within the necessary timescales; arrange child protection training for new starters and ensure their attendance; ensure the completion and recording of health and safety, safeguarding and other compliance training; maintain the central register of Governor training;
- Maintain the Supply Staff register; carry out DBS checks against the update service as required; notify Deputy Heads of changes to supply staff availability; alert any safeguarding check concerns to the Designated Safeguarding Lead (DSL)/Head;
- Arrange exit interviews for employees who have tendered their resignation; prepare resignation acceptance letters from the Headteacher (for teaching staff) and from Human Resources; complete the "off boarding administration" for leavers;
- Draft responses to external reference request for approval by the Headteacher;
- Ensure compliance with the School's Data Retention Policy with respect to employee and leavers personnel;
- Carry out annual pay review and 3 yearly pension auto enrolment in liaison with the School Business Manager;
- Work with the DSL and Deputy Head and Inclusion Leader to undertake the necessary checks for clubs and lettings, and other service providers;
- Comply with the School's code of conduct including abiding by a code of confidentiality. School matters should not be discussed outside school.

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level	●	
CIPD Level 5 or above (or working towards) although equivalent experience will be considered;		●
Evidence of continuing professional development	●	
<b>Competencies &amp; Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Experience as a HR Officer within a school setting		●
Demonstrates knowledge of current employment legislation;	●	
Demonstrates the commitment and ability to promote the welfare and protection of children within the School;	●	
Able and willing to work at both a strategic and operational level;	●	
Excellent administration skills – proficient with Microsoft Office and HR (or other) databases;	●	
Demonstrates a genuine desire to work within a compliance / HR environment;	●	
Demonstrates generalise HR skills in particular - employee relations, performance management, recruitment and selection, employee engagement and wellbeing;	●	
<b>Commitment to Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Help to safeguard the children's wellbeing and maintain public trust in the teaching profession.	●	
Observe and carry out the appropriate HR duties set out in KCSIE and Working Together to Safeguard Children	●	
Help to provide a safe environment in which the children can learn.	●	
Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.	●	
Promptly raise any concerns to the School's Designated Safeguarding Lead and work with other services as needed.	●	
Attend the relevant child safeguarding training and other mandatory induction training as required by the School.	●	
<b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b>	<b>Essential</b>	<b>Desirable</b>
Maintain awareness of, and comply with, the School's H&S policy.	●	
Where appropriate, conduct and document risk assessments in their area of responsibility.	●	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Willing and enjoys engaging parents/carers in order to encourage their close involvement in the education of their children	●	
Enthusiasm and stamina to maintain and drive the systemic routines for Human Resources	●	
Excellent communication skills both orally and in writing	●	
Able to manage own workload effectively	●	
Able to judge when to make decisions and when to consult with others	●	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	●	
Shows compassion and respect in interactions with all members of the school community	●	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	●	
Practise equal opportunities in all aspects of the role and around the workplace in line with policy	●	
Maintains confidentiality	●	

Ability to manage change	●	
High level of resilience	●	
Ability to manage their own well-being and self-regulate in challenging situations.	●	
Able to deal sensitively with people and resolve conflicts	●	
Committed to contributing to the life of the school and participating fully in wider school activities	●	
Relishes working in a busy and small close knit team; willing to turn your hand to a wide variety of tasks – 'no job too big or too small' approach; able to prioritise a busy and varied workload;	●	
Self-motivated and focused, works well using own initiative; looks ahead; is flexible and pro-active in their approach to work;	●	
Able and willing to work at both a strategic and operational level;	●	
Well organised with a keen eye for detail and a stickler for accuracy;	●	
Tactful, diplomatic, honest and trustworthy;	●	
Comfortable working to strict timescales and deadlines;	●	
Able to work additional hours as required by the timetable and calendar of events (published in advance);	●	
Willing to undertake the training necessary for this role and working in a school environment.	●	

**This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time as directed by the Headteacher**