**Five Acre Wood**

**Term time - HR Officer**

**Absence and Wellbeing**

* To lead and manage good absence management control including

return to work interviews, setting up occupational health interviews and

project work to reduce the impact of short and long term absence in line with school policy.

* Analysis of patterns and key trends of absence, identifying solutions using best practice.
* Daily input onto SIMS and Calenmob to ensure all absence data is accurate and up to date. Print out absence data on first day of absence so that information is ready for return to work meetings.
* Return to work interviews conducted on the day of return.
* Set and attend absence meetings in line with absence management process, taking notes of meetings as required.
* Refer employees to occupational health in line with school policy.
* Weekly absence report to Head of HR on reasons and key absence issues with sick note expiry dates, to be sent end of Thursday for HR report to SLT Friday.
* Provide monthly absence figures to Head of HR by 5th following month for Governor reports.
* Advise employees of stages of the absence process, arrange meetings as necessary and produce supporting documentation.
* Keep up to date with Kent and employment law regarding absence management policies and process.
* Ensure all employees who absent for more than 7 days are certificated ensuring that class team/line managers are advised immediately and Head of HR is advised via the weekly report so that the school can plan accordingly.
* Keep a record of work related accidents or incidents so these can be reported on in the weekly report.
* To lead on wellbeing as part of effective management of absence to include positive strategies for the school to investigate or implement to return overall health and wellbeing.
* Authorise standard absence requests, referring to Head of HR if needed for clarification.

**Payroll**

* Advising on pay including employee benefits and promotion and other issues on remuneration.
* Ensure all payroll related information e.g. starters, leavers, promotions, increments, additional payments, acting up payments, maternity, overtime are advised to finance and payroll within the agreed timetable.
* Responsible for HR payroll information being accurate and up to date.

**HR System Management**

* To be responsible for maintenance of up-to-date accurate personnel

records in accordance with statutory and audit requirements e.g SIMS ensuring all fields are populated.

* Provide reports from SIMS on a range of HR activity.
* Conduct an audit twice yearly to ensure all records are accurate.
* To ensure that the school meets its statutory employment, equality and health

obligations.

* Liaise as and when appropriate with the LA personnel departments
* The maintenance of a “Single Central Record” ensuring it is accurate at all times, being mindful that it may be inspected at any time and needs to be up to date.
* In the absence of the HR Administrator or during holiday periods completing the DBS process
* Complete the annual “work force reform” return to the Government from SIMS.

**Promotions/Changes**

* Correspondence with employees to advise of all contractual changes; to include change of job title, acting up roles, change of hours, position, leaving employment.
* Keep a copy of all communication on personnel file.

**Maternity and Paternity**

* Manage Maternity and parental leave processes. Send employees maternity pack, conduct risk assessment, ensure MATB1 is received, write to employees with maternity letter. Keep in contact with employee while on maternity leave. Advise of KIT days and liaise with SLT accordingly.

**Exit interviews/reports**

* Conduct exit interviews with leaving employees
* If employees are not available, forward an exit interview form and chase for return
* Collate HR data and provide report to Head of HR

**Recruitment**

* Support HR function with interviewing on assessment centres

**HR Support**

* Work with Head of HR on ad hoc projects and contribute to the further development of the HR function
* Support HR team activity
* Support school events and the wider school team as required

**Person Specification**

* CIPD Qualified (Preferable)
* HR experience
* Good communication skills
* Competent with Microsoft Office - Excel and Word
* Excellent reporting skills
* Exceptional record management skills
* Worked with systems - HR management system or SIMS
* Knowledge of employment legislation
* Recruitment experience – interviewing experience needed for return to work interviews
* Ability to work to deadlines and manage a varied and busy workload
* Highly organized
* Numerate
* Attention to detail
* Be calm under pressure
* Flexible approach and the ability to work to deadlines
* Commitment to the team and a team player
* Looks for ways to continuously improve
* “Can do” approach
* At least GCSE Maths and English Grade C (or above/equivalent)

**Additional Information**

The HR team supports approximately 350 staff across 3 sites in the Maidstone area, plus a newly established college and an external provision.

The team is made up of a Head of HR and 2 HR Officers. The role is based at FAW Boughton Lane, Maidstone with the HR team. The 2 existing members of the HR team came from the private sector after taking maternity leave. This is an ideal role for a professionally qualified HR person who would benefit from working term time only.

The role is term time only, with an additional 5 days during school holiday periods (to be agreed). 37 hours per week, hours will be 8am – 4pm, finishing at 3.30pm one day per week.

FTE for the post is £25,238 - £32,197. Actual salary for term time (dependant on CIPD qualification and experience) will be £21,711 - £28,317. In addition to the salary there is a generous KCC pension scheme, Kent Rewards – which has access to discounts at 100’s of food shops, retailers, restaurants and cinemas and a Cycle to work scheme.

**Five Acre Wood**

Five Acre Wood is a successful, outward looking and expanding District Special School based over 3 sites in and around Maidstone, Kent. We currently have 530 pupils on roll aged 2-19 years with profound, severe and complex needs. We have approximately 350 employees. Our achievements include Ofsted “Outstanding”, Investors in People “Gold” and we have recently gained the WAS “Wellbeing Award” which recognises how we look after employees and pupils. We have a “Culture team” whose role is to ensure culture is at the heart of what we do. There is a real opportunity to make a difference to the HR function and school.

Our school is committed to safeguarding pupils and staff. Our staff recruitment policies and practices comply with safe recruitment and selection requirements. We always ensure clearance of enhanced Disclosure and Barring Service (DBS) prior to employment.

The closing date for application is 1st October 2019. The assessment day is on 8th October 2019.

September 2019