TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS

Amanda Simpson, Headteacher

Job Title: **HR Officer**

Reports to: School Business Manager

Grade: Kent Range 7

Working time: 5 days per week
37 hours per week
39 weeks per year (i.e. term time only + 5 INSET days) plus additional 2 weeks to be worked during the summer holiday and paid on claim

Purpose of Role:
This is a key role in managing the safe recruitment of staff and volunteers and providing support and advice across the HR functions from beginning to end (recruitment to termination).

Key Responsibilities

HR Policy

- Work with the Business Manager to 'professionalise' the School's HR function
- Review, update, create and manage all school related HR policies under supervision of the Headteacher and update records and files as required.

Recruitment & Selection

- Ensure that the School's recruitment procedures and records are effective – and, in particular, that they meet Safer Recruitment requirements
- Manage the end to end recruitment & selection process of all staff
- Maintain and manage the Single Central Record and ensure all DBS checks in accordance with latest legislation and guidance and report to Headteacher and DSL
- To issue relevant HR paperwork including contracts, casework letters and salary assessments

Training & Development

- Work with the Leadership Team to ensure the effective induction of new staff
- Ensure the school has up-to-date records of staff training/CPD activities

Performance Management

- Work with the Headteacher and Business Manager to ensure the effective performance management and appraisal of staff
- Monitors and updates all records of staff performance management

HR Processes & Information Systems

- Be accountable for the development and management of HR processes and HR information and filing systems at the school
- Contribute towards the school workforce census annual return
- To update and maintain SIMS personnel including absence data

Payroll

- Manage the school's payroll through working closely with the Business Manager and payroll provider to ensure correct and timely payment of all staff salaries, including the administration of claims for overtime, expenses, sickness, unpaid absence and parental leave
- Manage administration of Teacher and Local Government Pension schemes
- Respond to staff payroll queries
- Maintain accurate records for staff including grade/paypoint/hours/appraisal outcome

Other

- Work in collaboration with the Headteacher and School Business Manager as appropriate

Requirements

- Experience of HR administration (minimum 18-24 months)
- Knowledge and experience of HR systems and procedures and proven ability to deliver improvements
- Strong administrative, IT and communication skills
- Detail oriented and able to take ownership of tasks and work with minimal supervision
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Understanding of the importance of confidentiality and discretion
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Strong empathy with the School's ethos and values

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

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Line Manager or Headteacher. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

NAME OF POSTHOLDER: _____

Signature of Postholder: Signature of Line Manager:

Date: Date:

Person Specification – HR Officer

It is expected that the successful candidate will satisfy the following specification:

Specification	Essential
Qualifications	• Appropriate HR qualification(s) and/or experience in this field e.g. CIPD Level 3 (desirable) • GCSE Level in English and Maths grade C or above
Experience	• Minimum 18 months – 24 months HR Department experience • Experience of managing change and implementing new procedures • Conversant and up to date with HR regulations • Ability to prepare and present highly accurate HR reports • Experience of SIMS Personnel (desirable) • Ability to maintain efficient record keeping systems • Experience of processing payroll • Experience of working in a school (desirable) • Ability to work collaboratively as part of a team • Strong administration experience
Personal Skills and Qualities	• Ability to show sensitivity and objectivity in dealing with confidential issues • Excellent organisational skills and ability to prioritise own workload • Proactive and self-motivated • Strong people skills, with previous HR work • Good communication skills, both written and spoken, along with strong interpersonal skills • High standard of accuracy and attention to detail • To deal with high levels of paperwork in a busy and varied role • Ability to multi-task • To work under pressure and to tight deadlines • Strong Microsoft Office skills • A diplomatic and patient approach • Able to work flexibly, adopt a 'hands on' approach and respond to unplanned situations • Willingness to seek specialist advice and the awareness of who to contact • Willing to be flexible on occasions to meet deadlines
Knowledge and Application	• An understanding of and a commitment to Equal Opportunities issues within the workplace • Ability to analyse and highlight trends and issues to senior staff • Ability to understand and work to complex regulations • Clear understanding of employee confidentiality and GDPR • An understanding of TPS/LGPS pension scheme • Good knowledge of HR policies and processes • Ability to keep abreast of developments and changes in associated legislation and guidance • Able to conduct desk-top research (look for, understand, investigate, follow-up)

Professional Development	• Ability to evaluate own development needs • Evidence of continuing professional development