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| **Job Description –** | **BUSINESS SUPPORT: HR AND COVER** |
| **Grade:** | **Kent Range 7** |
| **Responsible to:** | **School Business Operations Manager** |

**Purpose of the Job:**

To be responsible for all aspects of human resources administration within the School – including liaison with the school’s external payroll and personnel provider. To provide information and first line guidance to the Headteacher, Managers and Colleagues on HR matters.

**Key duties and responsibilities:**

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| 1. To provide information and first line guidance to managers on HR policies, procedures, terms and conditions – seeking guidance from the School’s personnel provider as required.  2. To be the initial point of contact for staff regarding HR issues providing information regarding pay, conditions and HR policies.  3. To undertake first line liaison with the School’s HR provider with regards to HR casework issues – seeking guidance and relaying this to the Headteacher / Line Manager for action  3. To liaise with the School’s personnel and payroll provider to ensure information is provided in a timely manner and appointments, variation and termination instructions actioned. To review and check the accuracy of contracts and other employee correspondence before it is issued to the employee.  4. To undertake all aspects of sickness and absence administration and record keeping – including monitoring attendance and escalating concerns to the Headteacher or line manager as appropriate.  5. To coordinate all aspects of recruitment and selection planning and administration within the school; preparing job descriptions, adverts, offer letters as required. To ensure the necessary pre employment checks are undertaken and maintain the school’s Single Central Record.  6. To coordinate induction and training for new staff and be responsible for ensuring performance is reviewed by the appropriate manager during employee’s probationary period.  7. To coordinate the implementation of the School’s performance management procedure ensuring all reviews are undertaken and documentation completed in a timely manner.  8. To coordinate requests for holiday, maternity, paternity, adoption, parental leave and flexible working – ensuring all necessary administration is undertaken  9. To act as the contact point for staff absence notifications – advise Headteacher / manager and maintain records as appropriate.  10. Lead on ensuring efficient cover procedures and processes are in place. Identify and coordinate internal and external cover and supply arrangements including using SIMs to allocate daily cover schedules.  11. To undertake all aspects of HR record keeping and administration – including ensuring HR data is recorded on SIMS as appropriate. To set up systems of work for the efficient recording and reporting of HR issues  12. To prepare and draft routine correspondence with regards to HR issues on behalf of the Headteacher / line manager and to minute / service HR related meetings / discussions Headteacher / line manager |
| Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
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Person Specification: HR and Cover Officer

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Relevant NVQ Level 3 qualification or equivalent  Foundation Level CIPD Qualification - desirable |
| **EXPERIENCE** | Proven experience of HR administration  Proven experience of coordinating recruitment and selection activities.  Proven experience of using Sims cover systems. |
| **SKILLS AND ABILITIES** | Ability to develop and maintain effective administrative systems of work / working practices  The ability to convey information clearly and accurately orally and in writing  High level interpersonal skills and ability to build a working rapport with others  Proactive with a ‘can do’ approach  Ability to work in an organised and methodical manner, attention to detail and ability to maintain accurate records  Ability to prioritise |
| **KNOWLEDGE** | Knowledge of HR systems and processes including SIMS  Working knowledge of school HR policies and practices – including a basic familiarity with Kent Scheme and Teaching terms and conditions  Knowledge of GDPR  ICT skills in Microsoft Office eg Word, PowerPoint etc.  Working knowledge of Safer Recruitment / DBS and Prevention of Illegal Working requirements |