



JOB DESCRIPTION AND PERSON SPECIFICATION

HOURS: 35 hours per week
Term time plus 2 weeks

NAME OF SCHOOL:
Ben Jonson Primary School

POST TITLE: Human Resources (HR) Officer

GRADE: Scale S02

RESPONSIBLE TO: Headteachers PA, HR and Communications Manager

PURPOSE OF THE JOB:

To support the Headteacher, Headteachers PA, HR and Communications Manager and the School Business Manager to deliver a professional and effective Human Resources (HR) service for the school.

Summary of duties and responsibilities:

- To ensure that schools HR processes are compliant with school policy, local authority guidance, personnel provider guidance and statutory requirements
- To manage the HR and payroll requirements of the school
- To manage the recruitment process by preparing job descriptions, posting ads and managing the on-boarding process
- Processing required DBS checks and maintenance of the school single central record
- To monitor and report sickness, special leave, punctuality, additional hours
- To maintain and update staff files (paper and electronic) including management of the school MIS system (SIMS)
- To act as the first point of contact for all staff HR queries and external HR support.

DUTIES AND RESPONSIBILITIES:

Payroll

- Submit monthly payroll variances, absence and leave information to our external payroll provider
- Liaise between our external payroll provider and members of staff to resolve queries relating to staff pay
- Work in accordance with the scheme of delegation to ensure that draft payroll information is correct before being authorised by the School Business Manager and the Headteacher
- Administer the internal process for additional hour claims, special leave, including unpaid leave and authorisation each month
- Administer the internal process for maintaining confidentiality of payroll and staff contractual and pay information
- To act as the 'contract compliance manager' for the pay roll service and ensure that all staff are paid correctly and promptly.

Human Resources

- To issue business declaration and relevant policies to all staff (ensuring declarations are complete and filed.
- Processing required DBS checks and maintenance of the school Single Central Record (SCR)
- To ensure that staff's personnel records are accurately maintained, including sickness, lateness and special leave
- To prepare and submit the School Workforce Census within the required timescale
- To be responsible for developing and maintaining up to date personnel records of all staff
- Update emergency contacts records for all staff (SIMS)
- Oversee the production and keep up to date staff lists
- Support the development and implementation of HR initiatives and systems
- Support the management of disciplinary and grievance issues
- To be responsible for a reminder system to ensure all HR deadlines are met
- Maternity: ensure statutory compliance for staff members who are pregnant e.g. maternity risk assessments; liaison and keeping in touch with staff on maternity leave; issuing guidance and information for staff; return to work; completing all relevant forms including liaison with external HR provider
- To maintain and update staff files (paper and electronic) including management of the school MIS system (SIMS)
- Staff wellbeing: Monitor and report sickness and punctuality to the relevant member of SLT, including Occupational Health referrals for staff as needed.

Recruitment

- Undertake the administration of the recruitment and selection process including preparation of advertisements for job vacancies/ application forms/ shortlisting grid/ interview packs and other relevant documents to support the recruitment process
- To arrange interviews for successful candidates and be the main contact for recruitment queries
- To complete all pre-employment checks including references, DBS and medical forms
- To monitor the induction of any new members of the staff
- To maintain up to date job descriptions for all posts.

Other duties and responsibilities

- To deal with confidential material with integrity and tact, ensuring that sensitive information is handled in compliance with the school Data Protection policy
- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy and the schools child protection policy
- To participate in the school's appraisal and performance management scheme, ensuring that targets are set and met within the agreed time scale
- To undertake other reasonable duties commensurate with the grade of the post as directed by the manager or senior team and relevant to the post.
- Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school
- Take part in the corporate life of the school, such as attending special events and celebrations
- To be able to adapt to the continuing changes and priorities of school.

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgments will be made against these as part of the school’s performance management/appraisal cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUAL OPPORTUNITY

To ensure equality of opportunity for all and to oppose strongly any form of discrimination.

SAFEGUARDING CHILDREN

Ben Jonson Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.

The above job description was agreed on (Date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)

Person Specification for HR Personnel Officer

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria. The personal qualities and professional values are fundamental to this post and the successful candidate will need to be able to demonstrate evidence of these during the interview process.

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • GCSEs Maths and English grade C or above, or equivalent; • Evidence of commitment to own professional development. 	<ul style="list-style-type: none"> • Graduate level or equivalent; • HR specific qualifications and/or training
Experience	<ul style="list-style-type: none"> • Successful HR experience in a school or business setting; 	<ul style="list-style-type: none"> • Experience of HR practice/procedures; • Experience of working in a professional office environment; • Experience of taking minutes of high level and confidential HR meetings; • Experience of maintaining the Single Central record; • Experience of working with Management Information Systems (MIS) in an education setting.
Professional Qualities	<ul style="list-style-type: none"> • A commitment to high standards of achievement and well-being for all; • A commitment to inclusion and to equality of opportunity; • A commitment to prioritising the safeguarding and promoting the welfare of all children. 	
Knowledge and understanding	<ul style="list-style-type: none"> • The purpose of primary school education and of HR priorities in schools; • The responsibilities of senior leaders in schools; • The confidential nature of some school business. 	<ul style="list-style-type: none"> • Knowledge of school HR regulations and procedures; • An understanding of issues affecting HR within a school; • Knowledge of data protection.
Skills	<ul style="list-style-type: none"> • The ability to work collaboratively and develop and maintain positive and effective working relationships with all members of the school community including external organisations;; • Flexibility, adaptability, enthusiasm and confidence; • Methodical approach and high level of accuracy and attention to detail; • Excellent secretarial and administrative skills including use of ICT; 	

	<ul style="list-style-type: none"> • Excellent written and oral communication skills; • Experience of note taking and record keeping ability; • Sound organisational skills and ability to prioritise in a busy and demanding context; • Strong data analysis and manipulation skills. 	
Personal Attributes	<p>The candidate will be able to demonstrate that they are:</p> <ul style="list-style-type: none"> • Hardworking; • Able to work efficiently, managing personal time and workload effectively to meet deadlines; • Able to maintain professional confidences; • Motivated and can be independent on completing work streams; • Able to quickly absorb, interpret and organise large amounts of information; • Able to be innovative and develop new ideas and solutions; being able to think outside the box and effectively plan ahead; • A positive and self-motivated team player. <p>The candidate will have:</p> <ul style="list-style-type: none"> • Excellent communication and writing skills; to achieve effective communication; to maintain a high level of confidentiality; to maintain professional relationships and liaise with a wide range of internal and external contacts • Excellent interpersonal skills; building strong working relationships with the rest of the team to ensure co-ordination and consistency of messages 	
Special requirements	Will require a DBS check to work within school environment.	