

Job Profile

Job title:	Human Resources Officer
Hours:	(35 hours per week/ 39 weeks per year - 8.30am to 4.30pm, with one hour lunch break, Monday to Friday)
Grade:	APTC Scale 5
School:	Corbets Tey School
Reports to:	Business Manager
Staff managed (if any):	None

Job purpose and Context

A Human Resources Officer is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders.

The Human Resources Officer is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to independently and pro-actively resolve problems and complaints in a sensitive manner.

A Human Resources Officer has specific responsibility for ensuring safer recruitment practise is followed in the school and that staff recruitment, induction, probation, absences, payroll are managed in line with policy. They should have an in depth knowledge of the statutory requirements and duties of the school with regard to human resources and relate this to the needs of the school. They should also have current and up to date awareness and understanding of human resource developments and initiatives and understand the impact that this will have on the school. This will need to be applied in developing school administrative procedures.

Roles and Responsibilities

1. To help and support the Senior Leadership Team and Office Manager and other Administration Assistants to do their jobs efficiently and effectively
2. To be proactive in attending LA and identified external training as required to keep up to date with current legal requirements and local arrangements around the management of human resources;
3. To be the lead for managing operational HR processes, e.g. absence management, liaising with the Senior Leadership Team to take matters forward on their behalf, as directed.
4. To pro-actively research and seek out solutions to issues that arise and to carry out these solutions in consultation with the Senior Leadership Team where necessary;
5. To assist in identifying staffing gaps and recruitment needs and manage the safer recruitment process from start to finish including writing job adverts and job descriptions,

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investigating optimum methods for promoting vacancies, managing and developing the shortlisting procedures, assisting in the selection of suitable applicants, organising and managing the whole interview procedure, sitting on interview panel when required, providing feedback to applicants, managing the recruitment checking process, carrying out induction of all new staff including setting up access to all online communication systems.

6. Actively manage, develop and identify improvements to the induction process and other recruitment systems to meet the needs of the school.
7. To organise daily staff absence cover including liaising and building relationships with staff agencies, under the guidance of the Senior Leadership Team.
8. To independently organise and manage volunteer enquiries, ensuring that a formal selection process is followed including application and interview, ensuring that all checks are completed and recorded on the SCR and carrying out an induction meeting before a volunteer starts at the school.
9. To take responsibility for the scrutiny, monitoring and updating of the Single Central Record. To ensure compliance is continually up to date and lead amendments to structure and content as determined by changes to statutory requirements and LA advice. To ensure senior leaders are aware when changes are made.
10. To ensure HR policy documents are kept up to date in accordance with external HR guidance and school procedures.
11. To support management in the presentation of new policies and approaches to governors for their review and adoption (Pay, Appraisal and Capability, Safer Recruitment, Induction, Staff Absence, Honorarium, CPD, etc)
12. To manage, complete and maintain HR paperwork/documents in consultation with the Headteacher and Office Manager including monthly timesheets, management of staff contracts, processing absences and checking staff sign-in sheets
13. Ensure that staff personal and employment records are kept up to date on the school SIMS systems, including all training records, and being responsible for reminding staff to notify of any changes.
14. To complete the School Workforce Census and to liaise with the LA LMS team or other source of assistance where necessary throughout the process to resolve issues.
15. To communicate with people in person, on the telephone and using email to respond to queries and resolve problems and complaints, provide information and services to customer requirements and take and record messages (using the school systems)
16. To raise staff awareness of HR issues and information for the staff through staff bulletin contributions and leading information sessions at staff meetings.
17. To manage the probation of new staff. To keep records and remind teachers and other managers to ensure that the required probation meetings are carried out at the correct times throughout the probationary period.
18. To oversee the performance management process for all staff. To keep records and remind teachers and managers to ensure that all staff receive their annual performance

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management review meeting according to the school's planned timescales. To advise staff on best practice for the performance management process.

19. Be familiar with all HR and staffing procedures and provide advice, guidance and support for teachers, signposting when necessary, in dealing with capability and disciplinary issues, liaising with senior management and HR advisors where appropriate.
20. To manage staff absence requests and advise Senior Leadership Team on LA guidance for absence allowances
21. To report on staff absence data using spreadsheets and graphing to illustrate trends and triggers to senior management on a half termly basis
22. To hold return to work interviews after staff absence and liaise with Occupational Health and Local Authority Human Resources Officers as appropriate
23. To illustrate data and trends of categorised staff absence and other data sets using spreadsheets and graphing for governors and senior leaders on a termly basis.
24. To negotiate with agencies on daily charges and recruitment fees for supply staff to ensure best value for the school. To monitor and report on levels of use and quality of agency staff to the Senior Leadership Team to ensure best practice in meeting pupil needs.
25. To keep the Senior Leadership Team informed on which temporary staff are onsite each day to aid safeguarding procedures.
26. To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make returns required by a variety of different sources. (Examples might be the use of STAR (the staff, teacher, academic database) or the SIMS package used for attendance).
27. Actively manage and keep up to date and to highlight any issues and/or required actions with regard to any re-checks on the SCR
28. To carry out regular backups of the SCR.
29. To use complex spreadsheet conditional formatting functions and word processing functions to plan, prepare, layout, and create administrative systems to meet the needs of the school
30. To use the school IT systems to copy and distribute complex and multiple documents, make sure there is a supply of the materials required to operate systems
31. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
32. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.

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33. To complete school based induction and any subsequent training required to improve ICT competence and performance and the various SIMS packages used in schools,
34. To take part in the school performance management system.

Notes:

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

1. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed:		Date:	
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Signed		Date:	
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Headteacher

London Borough of Havering

HR Administrative Officer - Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work pro-actively on own initiative and independently and support the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to work with a high level of accuracy and precision	✓		Application & interview
Ability to use spreadsheets and the more complex functions of computer programs proficiently in order to create solutions to administrative problems	✓		Application & interview
Ability to recognise, apply and carry out human resource actions and solutions to meet the needs of the school	✓		Application & interview
Ability to independently to research and apply this to creatively write job adverts and job descriptions to meet the needs of the school	✓		Application & interview
Ability to write, create, review and update school HR policies in line with legislation and statutory guidance	✓		Application & interview
Ability to communicate and interact effectively with adults both within and beyond the school.	✓		Application & interview
Ability to follow directions given by members of the leadership team	✓		Interview
Ability to be outcomes focused and be able to organise people, activities and events that lead to solutions	✓		Interview
Ability to demonstrate respect for staff and students and be able to listen to their views	✓		Interview
Ability to relate to children and young people who may have significant communication and learning disabilities and a willingness to contribute to a special school community	✓		Interview

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Knowledge	Essential	Desirable	Assessed by
A knowledge and understanding of safeguarding requirements around procedures for information sharing and the need to keep sensitive information confidential	✓		Interview
A secure awareness and comprehensive knowledge of human resources current legislation and statutory requirements.	✓		Application & interview
To know the procedures within significant HR related policies (Pay, Appraisal and Capability, Safer Recruitment, Induction, Absence, Honorarium, CPD, etc) in schools.	✓		Application & interview
An understanding of health, safety and security issues in schools	✓		Interview
Willingness to be become conversant with the financial and legal regulations relating to human resources	✓		Interview

Qualifications and experience	Essential	Desirable	Assessed by
Two years' experience, in human resources or other administrative area in a school (or related) environment	✓		Application & interview
A high level of IT skills to support the use of complex spreadsheet and word processing tasks	✓		Application & interview
A relevant administration or human resources qualification.	✓		Application
GCSE at level A – C in English and Mathematics (or equivalent)	✓		Application
A degree qualification		✓	Application

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