**Job Description: Senior HR & Staff Welfare Officer**

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| **Post Details** |  |
| **School/setting:** | Twynham School & The Grange School (‘Twynham TGS’) |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 10 |
| **Responsible to:** | Operations Manager |

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| **Main Purpose** |
| To take the lead on, and co-ordinate, operational HR across the Twynham TGS schools. Working closely with the schools’ Senior Leadership Team and Senior HR Administrator (and also the centralised trust HR team) to ensure a professional, compliant and confidential operational HR and welfare offer throughout the employee life cycle. Ensuring that all trust and school HR policies and procedures are implemented effectively. Being available as a first point of contact for people-related issues and offer day-to-day informal support, guidance and advice to staff and line managers. Escalating cases to the trust HR team if/when they are complex or require a formal HR approach. |

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| **Duties and Responsibilities** |
| **Recruitment, Vetting Checks & Single Central Record:*** Oversee the schools’ recruitment and vetting checks processes, ensuring that the schools’ staffing resource needs are met effectively via robust, compliant procedures with safeguarding at their heart. Contribute to recruitment/onboarding activity (which is normally undertaken by the Senior HR Administrator) as necessary.
* Ensure all staff receive a suitable induction during their first week of employment, with appropriate records kept.
* To ensure that the School’s Single Central Record is maintained with up-to-date, accurate staff details and is always inspection-ready.

**Staff Attendance Management:*** To lead and manage the schools’ informal staff attendance management processes, including return to work interviews, absence trigger point monitoring and trigger point meetings.
* Liaising with the trust’s HR team to make Occupational Health referrals for staff as needed, and supporting with OH meeting arrangements.
* Co-ordinate implementation of Occupational Health recommendations (e.g. workplace adjustments).
* In conjunction with staff members’ line managers, plan and monitor any phased return to work required after a period of sickness absence.

**Staff Risk/Stress Assessments:*** Carry out high quality individualised risk assessments for staff as required, including for pregnant staff and those with medical needs.
* Carry out Individual Stress Assessments with staff as required.

**Staff Welfare Support & HR Query Management:*** Be available as a first point of contact for a wide variety of people-related issues and HR/pay/pensions questions.
* Offer day-to-day informal support, guidance and advice to staff and line managers, and assist with mediation between staff members and/or management during difficult conversations or during low-level conflict.
* Signposting and encouraging colleagues to relevant services, both internal and external, especially our Employee Assistance Programme (EAP).
* Maintain ongoing communication with staff who are absent from the workplace due to maternity/shared parental leave, sickness etc.
* Deliver Mental Health First Aid interventions to staff, if required.

**General Operational HR:*** Ensure that the schools’ records and data relating to staff, new starters, leavers and candidates is accurate and highly organised, particularly in our MIS system (Arbor) and payroll system (DES) at all times. Ensuring that ‘end dates’ are effectively managed (e.g. fixed term contracts, temporary appointments, temporary pay elements).
* Ensure that all posts have a good quality job description.
* Monitor probationary periods for support staff and ensure probationary reviews are timely and well documented.
* Ensure that staff pay/expenses claims are managed effectively via our TTE (Time Travel & Expenses) system.
* Ensure that signed contracts are retained on file for all new staff and existing staff contract variations.
* Ensure that staff appraisals are completed by appraisers and appraisees, in line with trust policy.
* Implement simple systems for managing and tracking holiday entitlements and taken holiday leave (for applicable staff)
* Supply references (leavers, tenancy, mortgage etc), upon request.
* Take the lead on the annual staff workforce census return, ensuring its timely and accurate submission.
* Provide staffing information to the Senior Leadership Team/trust team, upon request.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| * Line management of the Senior HR Administrator.
* Undertake the role of note taker for all meetings of a potentially sensitive nature.
* Ensuring data protection and confidentiality is maintained at all times.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** A successful track record of working in HR in a school or education setting.
* GCSE English and Maths grade 4 (grade C) or equivalent qualifications/grades and an excellent standard of English and numeracy.
* CIPD Level 3 qualification (or above), or equivalent relevant HR experience
* Safer recruitment certification (or ability to achieve this upon appointment)
* Mental health first aid qualification (or ability to achieve this during probation period)
* Excellent ICT skills including Word, Excel, PowerPoint and Outlook.
* Excellent interpersonal and communication skills. Empathy and approachability.
* Self-motivated and able to work unsupervised.
* Ability to plan, organise and prioritise to meet deadlines.
* High attention to detail and accuracy; committed to maintaining high standards.
* Ability to work quickly and effectively under pressure.
* Understanding of data protection and confidentiality.
* Understanding of safeguarding and child protection principles.

**Desirable:*** CIPD Level 5 qualification (or above).
* Knowledge / experience of the DBS process.
* Use of HR systems (e.g. Arbor, DES).
* Knowledge and experience of carrying risk assessments.
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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