

## ST PETER'S SCHOOL – BOURNEMOUTH

### Job Description

#### HR Officer

Post Holder

Salary Grade Grade F, Scale Point 16 - £27,350 (actual) gross per annum

Contractual Weeks Term Time plus 2 weeks (to be worked first and last week of School Summer holidays)

Contracted Hours 37 hours per week (Monday – Friday inclusive)

#### Reporting to

HR Manager

#### Key Roles and Responsibilities

The Senior Human Resources Administrator is responsible for the effective delivery of HR administration services across the school. This role ensures compliance with employment legislation, safeguarding requirements, and school policies, while providing high-quality HR support to leadership, staff, and line managers. The post holder plays a key role in staff lifecycle management, payroll coordination, employee relations support, and HR systems administration.

#### Key Responsibilities

##### HR Administration & Operations

- Manage and oversee all HR administrative processes from recruitment to exit
- Maintain accurate and up-to-date employee records in line with GDPR and data protection requirements
- Ensure compliance with school policies, local authority requirements, and employment legislation
- Support the development, review, and implementation of HR procedures and guidelines
- Ensure HR filing is completed on a daily basis

##### Recruitment, Selection & Onboarding

- In conjunction with the HR Manager, coordinate end-to-end recruitment processes, including advertising, shortlisting administration and interview arrangements
- Ensure safer recruitment practices are followed at all times
- Carry out pre-employment checks, including references, right-to-work checks, social media, career history and DBS checks
- Coordinate induction processes for new staff, ensuring safeguarding training is completed

##### Safeguarding & Compliance

- Act as a key point of contact for HR-related safeguarding and safer recruitment compliance, referring any concerns to the HR Manager
- Maintain accurate records of DBS checks and right-to-work documentation
- Manage Outside Agencies, Single Central Record (SCR) ensuring DBS compliance
- Process DBS applications as applicable, certifying ID etc, ensuring correct procedures are followed in a timely manner
- Support audits and inspections (e.g. Ofsted, internal audits) by providing accurate HR documentation

## **Payroll & Benefits Administration**

- Be able to deputise in the absence of for the HR Manager, liaising between the school and payroll provider
- Be able to deputise for the HR Manager ensuring payroll data is accurate and submitted on time, including starters, leavers, contract changes, absences, and allowances
- Respond to general payroll queries from staff in a professional and confidential manner

## **Absence, Performance & Employee Relations Support**

- Monitor staff absence, maintain records, and produce absence reports for HR Manager. Notify HR Manager of any absence concerns. Input absence data on Arbor and DES (external payroll provider platform)
- Support HR Manager with HR processes and administration related to attendance, performance management, disciplinary, and grievance matters
- Assist the HR Manager prepare documentation and correspondence for formal HR procedures, ensuring confidentiality at all times as requested
- Provide advice and guidance to staff on HR policies and procedures within the scope of the role
- Update Self-Certificate record and log daily, notifying HR Manager of any non-returns

## **HR Systems, Reporting & Data Management**

- Manage and develop HR information systems to ensure accurate reporting and data integrity
- Accurately manage, maintain and develop a probation log for new associate staff, reporting any concerns or non-returns to the HR Manager
- Manage annual CPD reviews for associate staff

## **SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
- Comply with any statutory regulations i.e. GDPR which apply to the school

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder      Date

Signed

Headteacher      Date

Agreed date: February 2026

Review date:

## **Person Specification**

### **Essential Criteria**

#### **Qualifications & Experience**

- Significant experience in an HR administrative role, preferably within a school or public sector environment
- Strong working knowledge of employment legislation and HR best practice
- Experience of safer recruitment and safeguarding processes
- Experience working with payroll administration

#### **Skills & Knowledge**

- Excellent organisational and time-management skills
- Strong ability to prioritise
- High level of accuracy and attention to detail
- Strong interpersonal and communication skills
- Ability to handle sensitive and confidential information with discretion
- Competent user of IT systems

#### **Personal Attributes**

- Professional, approachable, and discreet
- Able to work independently and as part of a team
- Calm and resilient under pressure
- Committed to equality, diversity, and safeguarding

#### **Desirable Criteria**

- CIPD qualification or working towards CIPD membership
- Experience supporting HR audits or inspections (e.g. Ofsted)
- Experience in an educational setting