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**JOB DESCRIPTION**

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**Post Title:** HR Assistant/HR Officer

**Grade:** D – F dependant on experience

**Accountable to:** Business Manager

**Place of Work:** Talbot Primary School

**FTE:** 25 hours weekly, term time + 2 weeks

***Purpose of the role:***

* To provide an effective and efficient HR administrative and advisory service to the school and the leadership team
* Responsible for all recruitment activity, including adverts and job descriptions, reference checking, DBS, medical clearances, interview scheduling and taking the lead on interview days
* Having a good understanding of HR Policies and being able to give advice to staff and SLT on the content and the practical implementation of polices

***Key Responsibilities:***

* Ensure that all HR information, whether on I.T. systems or paper, is accurately recorded, managed, updated and analysed to provide a high quality HR service to the school and timely management information to the school’s leadership team
* Maintain and keep updated HR files/electronic records of all school employees – subject to regular audit
* Collate and review workforce census data and ensure timely submission to the appropriate authorities
* Manage the organisation of all recruitment activities for the school including the responsibility for
  + Identify early indications of recruitment requirements and initiate actions under the recruitment processes in order to ensure continuity of staffing
  + Review and update job descriptions and person specifications
  + Create and place advertisements with external agencies
  + Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs, arranging lesson objectives, arranging student tours and interview panels
  + Ensure the completion of all pre-employment checks
  + Creating offer letters and contracts of employment
  + Conducting Induction meetings
  + Maintenance and security of the single central record – subject to regular audit
  + Ensure letters of clearance for external agencies/contractors are regularly renewed
* Prepare and, issue contractual and payroll documentation in liaison with the Business Manager
  + Create new contracts and issue amendments to existing contracts
  + Maintain records of fixed term and temporary contracts and take appropriate actions to extend/end all appropriate record
  + Manage the annual increment processes for Teaching and Support staff updating records on Bromcom and notifying payroll
  + Supporting the Business Manager and enter payroll changes to the system ensuring all staff are paid correctly (when needed to cover)
  + Produce annual salary statements for teaching staff in accordance with the Schoolteachers’ Pay and Condition Document.
  + Produce annual salary statements for support staff
* Staff absence
  + Provide advice and guidance on established HR absence policies and procedures to senior management.
  + Lead on the administration of the absence management policy
  + Provide regular reports of staff absence identifying and advising the Senior Leadership Team of any potential issues that need addressing
  + Conduct return to work interviews and liaise with management to ensure that return to work interviews are held for further absence and maintain appropriate records
  + Where necessary support return to work interviews and trigger meetings, providing timely information
  + Make Occupational Health referrals where appropriate and liaise with the Business Manager regarding recommendations and report
  + Record and monitor staff absences including TOIL and annual leave, supporting the management of requests
* Manage the administration of individual HR cases involving the school’s absence, disciplinary and capability procedures including drafting formal invite and outcome letters, reports and minutes as required
* Manage the co-ordination of filing for the performance management process for all support staff, ensuring that reviews are completed to agreed timescales and where necessary alerting the PM Co-ordinator of outstanding reviews to be chased
* Ensure all new staff starters get their staff induction information and appropriate training is arranged
* Monitor probation periods, liaising with line managers to ensure completion
* Collate staff training records, ensuring completion of all statutory training
* To support the school Mental Health Lead to implement strategies to support staff with their mental wellbeing.
* Ensure all personnel advice, practice and procedure are compatible with MAT, LA and statutory requirements

#### **Supporting the school:**

* At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
  + Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
  + Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop
  + Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues
  + Complete Volunteer and Work experience checks
  + linked to home/child/teacher/school and keep confidences appropriately
  + Be aware of health and safety issues and act in accordance with the school’s Health and Safety

#### **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

* Ensure that trust policies and procedures are implemented and followed
* Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

**Manager Signature:** …………………………………………………………………………………………

**Employee Signature:** ………………………………………………………………………………………….

**Date:** ………………………………………………………………………………………….

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**Person Specification**

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***Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.***

***Knowledge and Understanding:***

* A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Math’s or equivalent
* A secure knowledge of HR practices and procedures gained through 2 years’ experience of HR Administration, preferably in a school environment
* Level 3 foundation CIPD qualification (or willingness to work towards this once employed)
* Level 5 foundation CIPD qualification (or willingness to work towards this once employed)
* Knowledge and experience of updating information management and payroll systems, preferably in a school environment

***Mental Skills:***

* Ability to analyse and interpret information
* Ability to solve problems using own judgement and investigatory skills

***Interpersonal & Communication Skills:***

* Ability to communicate a variety of information and ideas effectively to a range of audiences, through good written and oral communication skills
* High levels of tact, diplomacy, discretion, persuasion and respect for confidential information
* Ability to work well as a member of a team

***Physical Skills:***

* Excellent and accurate ICT/keyboard skills and database use

***Mental Demands:***

* Ability to concentrate for medium periods of time
* Ability to handle potentially emotive situations
* Ability to work accurately in a busy and often noisy office with many interruptions

***Responsibility For People:***

* Understanding of key safeguarding issues and procedures

***Responsibility For Supervision:***

* Knowledge of HR policies and procedures

***Financial Responsibility:***

* Responsibility for entering staff details onto the Payroll, Management Information System and other systems.

***Responsibility For Physical Resources:***

* Excellent database & payroll system skills