**Job Description: HR & Compliance Officer**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School:** | Stourfield Infant School and Stourfield Junior School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 8 |
| **Responsible to:** | Headteachers |

|  |
| --- |
| **Main Purpose** |
| To work alongside the Finance & Estates Officer in overseeing all areas of non-academic operations within the schools. The two posts cover the entirety of school business functions and it is intended that this post will focus, in particular, on HR, risk, audit and compliance. These roles will support the Headteachers to deliver their statutory responsibilities and their Excellence Strategies. |

|  |
| --- |
| **Duties and Responsibilities** |
| To be responsible for: * Provision of administrative support throughout the recruitment process, including ensuring all approvals to recruit are obtained, posting vacancy adverts, co-ordinating applications to facilitate shortlisting, obtaining references and evidence of right to work in the UK, organising interview/selection activities, issuing offer documentation (including contracts), and conducting appropriate vetting and medical checks. Ensuring that ‘Safer Recruitment’ principles are adhered to at all times, in accordance with statutory guidance on ‘Keeping Children Safe in Education’. Carry out new starter inductions for new team members.
* Managing the Single Central Records (SCR) for Stourfield Infant and Stourfield Junior in accordance with Twynham Learning’s framework, ensuring at all times that the staffing data is current, accurate, complete, secure, evidenced and ‘inspection ready’ (by Ofsted or any other appropriate internal or external party entitled to audit the SCR).
* Monitoring and co-ordinate transactional HR processes, ensuring that deadlines are met and records are complete e.g. return to work interviews, probation reviews, fixed term contracts/secondment end dates, training certification refreshes, trial periods and performance appraisals. Produce regular updates for Headteachers as required.
* Recording all staff absences on the payroll system in a timely and accurate manner.
* Producing letters, issue contracts and update HR records and personnel files as required for staff members, for example in relation to leavers, flexible working requests, contract extensions, maternity/paternity/adoption/shared parental leave and annual pay reviews. Ensure that personnel records are complete and accurate. Apply data protection principles in line with the GDPR, including destruction of staffing data post-leaving.
* Responding promptly to queries from leaders, staff members, workers and candidates about day-to-day HR/recruitment matters, including pay, benefits, contracts, policies and processes. Escalate more complex matters to Twynham Learning HR.
* Obtaining licenses for school/managing and renewing subscriptions in liaison with HT.
* Supporting with preparation for internal and external audits.
* Collations of relevant paperwork and ensuring compliance including preparation of paperwork for visitors and other external visitors.
* Maintaining training records.
* Preparing paperwork and taking minutes for HR meetings and hearings.
* Supporting with health and safety administration such as updating electronic record systems and risk management log.
* Ensuring that compliance checks are booked in and completed within allocated timeframes.
* Maintaining data asset register and GDPR log.
* Oversight of risk registers and business continuity plans.
 |

|  |
| --- |
| **Safeguarding Duties & Responsibilities** |
| * Ensuring that ‘Safer Recruitment’ principles are adhered to at all times, in accordance with statutory guidance on ‘Keeping Children Safe in Education’.
* Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
 |

|  |
| --- |
| **Other Duties** |
| * To work collaboratively with the Finance & Estates Officer and to cover their duties temporarily for short periods, if required.

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 duties and responsibilities may vary from time to time. |

|  |
| --- |
| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
 |

|  |
| --- |
| **Personal Attributes** |
| **Essential:*** A successful track record of working in HR or recruitment in an administrative capacity
* GCSEs in Maths and English, grade 4/grade C and above or equivalent qualifications/grades
* Excellent accuracy and attention to detail
* Self-starter with ability to prioritise own workload, meet deadlines and work at pace in a busy team environment
* Strong organisational and administrative skills with high levels of competence in using general IT platforms and management information systems
* Excellent interpersonal skills and gravitas to interact with colleagues across the Trust, and the wider community
* Safer recruitment certified (or ability to achieve this upon appointment)

**Desirable:*** CIPD qualified (level 3 or above)
* Experience of school administration and a corresponding knowledge of data and process requirements
 |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
 |

|  |
| --- |
| **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).
 |