

## OUR VALUES

We enrich through a broad and varied curriculum

## Job Description

<b>Job Title:</b>	<b>HR Officer</b>
<b>Line Manager:</b>	Head of HR
<b>Department:</b>	Human Resources

### Job Summary

To play a key role in supporting a busy HR department by providing high-quality administration support, with a particular focus on recruitment, absence, payroll, and maintenance of HR systems.

### Main Responsibilities

#### Recruitment:

- Co-ordinate recruitment activities, ensuring compliance with Keeping Children Safe in Education (KCSIE) and safer recruitment requirements.
- Initiate vacancy approval processes and manage vacancy applications using the School's recruitment software (IRIS Recruitment), screening candidates and assisting with shortlisting.
- Identify any candidate employment history gaps for discussion at interview.
- Obtain, check and verify employment references and online searches in advance of interview.
- Organise recruitment day logistics; prepare interview schedules and other selection activities, liaising closely with relevant managers.
- Support recruitment days, including preparing interview packs for managers, welcoming candidates, conducting ID checks and managing the required documentation.
- Actively monitor the Recruitment email box, responding promptly to enquiries and maintaining clear and professional communication with candidates.
- Communicate interview outcomes to unsuccessful candidates.

#### Compliance:

- Maintain the Single Central Register (SCR) of appointments for staff, governors, contractors, agency staff, external coaches and volunteers, ensuring it is kept accurate and fully compliant with inspection requirements.
- Process Disclosure and Barring Service (DBS) applications and obtain Children's Barred List checks and prohibition from teaching/management where required.
- Ensure all other pre-employment checks are completed promptly for all appointment types, prior to the commencement of employment; including right to work, verification of medical fitness, qualifications, and overseas checks, following up as necessary and escalating any concerns on suitability to the Head of HR.
- Work closely with the Clerk to the Governors to ensure all pre-engagement checks for governors are completed promptly.
- Work closely with Designated Safeguarding Lead (DSL) to support safeguarding induction and training for staff, governors, volunteers and external contractors.

- Support and advise managers on the engagement of volunteers, casual workers, contractors and agency staff, ensuring appropriate vetting.

#### **HR systems:**

- Contribute to the implementation of the new MIS system (Every HR) and support on-going system development.
- Ensure accurate maintenance of all HR and payroll records and systems, with appropriate controls and confidentiality.
- Generate accurate reports from HR systems as required.

#### **Payroll and Remuneration:**

- Support the processing of new starters and leavers, ensuring the relevant documentation is processed in a timely manner.
- In conjunction with the Head of Finance, support the preparation of the monthly payroll process, including checking and inputting of timesheets and implementing any salary adjustments/changes (e.g. contract amendments, pay increments, etc.).
- Undertake appropriate salary calculations for starters, leavers, maternity pay, etc.
- In liaison with the Director of Finance and Head of HR, prepare the communication of salary changes to staff.

#### **Absence:**

- Ensure staff absence (sickness or special leave) is managed in line with policy, accurately recorded within the relevant systems, and supporting evidence is obtained.
- Ensure fit note are obtained as required for all absences exceeding 7 calendar days.
- Ensure Return to Work meetings take place following any period of absence and flagging any issues to senior HR colleagues.
- Maintain accurate records for family (maternity/paternity/adoption/shared parental leave), ensuring staff accurately complete and return relevant forms within required timescales.
- Keep the Director of Studies informed of staff absence impacting teaching to ensure timely cover arrangements are put in place, updating iSAMS Cover Manager accordingly.
- Produce reports to analyse staff absence data to identify patterns and trends, highlighting absence trigger points where thresholds have been met/close to being met.

#### **Administration:**

- Prepare contracts of employment as required for approval by the Head of HR.
- Ensure new starter paperwork is received and recorded on relevant HR and payroll systems.
- Inform relevant teams of staffing changes (e.g. IT, Estates, Safeguarding and Office).
- Coordinate induction processes for new employees, liaising with relevant staff.
- Maintain induction, probation, training and appraisal records.
- Maintain and develop accurate records of working patterns, annual leave and plus days.
- Maintain accurate and structured electronic and paper HR filing systems.
- Secure archiving of HR and payroll records, following data protection requirements.
- Support the Head of HR and HR Operations Manager/Head's PA with matters pertaining to ISI and Ofsted inspections.

#### **Continuing Professional Development:**

- Maintain up-to-date knowledge of relevant statutory compliance requirements for schools.
- Maintain an awareness of significant changes in employment legislation.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.

- Engage actively in the performance review process.

**General:**

- Provide general administrative support to the department as required.
- Ensure confidentiality is maintained at all times.
- Be familiar with and ensure employment related policies and procedures are applied consistently.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead Limited.
- To adhere to all School policies, procedures and risk assessments.

The responsibilities linked to this position are wide-ranging and the duties listed above in this job description are not intended to be exhaustive. It will be necessary to undertake other comparable duties as reasonably required from time to time.

### Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

### Key Relationships

**Internal:** Head of HR, HR Operations Manager/Head's PA, HR Assistant, Director of Finance & Operations, Head of Finance, members of the Executive Group and Senior Leadership Group, Heads of Department, colleagues.

**External:** Prospective employees and external contractors.

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education, especially in English and Maths to GCSE or equivalent</li> <li>• Evidence of continuing and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent</li> <li>• CIPD Level 3, or studying towards</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of working in a professional administrative role</li> <li>• Experience of participating in a team and working on own initiative</li> <li>• Experience of providing excellent customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a fast-paced HR environment</li> <li>• Previous experience of working in education or another regulated environment</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a wide range of stakeholders and build professional relationships</li> <li>• Able to accurately input/retrieve data information from a variety of sources</li> <li>• Excellent verbal and professional written communication skills</li> <li>• Excellent attention to detail, with accurate proof-reading skills</li> <li>• Excellent organisation and time management skills with the ability to prioritise and meet conflicting deadlines</li> <li>• IT proficiency in Microsoft Word, Excel, Outlook and PowerPoint</li> <li>• Commitment to and an understanding of the importance of safeguarding and safer recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of HR processes</li> <li>• Knowledge of HR databases and related processes</li> <li>• Knowledge of payroll processes and requirements</li> <li>• An understanding of ISI compliance requirements</li> </ul>
<b>Behavioural Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Exhibit tact, discretion and diplomacy and ability to maintain the confidentiality at all times</li> <li>• Strong team player with excellent interpersonal skills and ability to build strong working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision</li> </ul>