



Federation of Hamworthy Primary Schools Person Specification

Job Title:	HR Officer
Job Reference:	
School:	Federation of Hamworthy Primary Schools consisting of Twin Sails Infant School & Nursery and Hamworthy Park Junior School
Salary Grade:	Grade F – SCP 12 to 17 (£26,421 - £28,770 pro rata)
Responsible to:	School Operations Manager
Responsible for:	

Main Job Purpose

- 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 policies

Key Job Outcomes

1. 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
2. Maintain and keep updated HR files/electronic records of all school employees – subject to regular audit
3. Collate and review workforce census data and ensure timely submission to the appropriate authorities

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4. 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
 - Maintenance and security of the single central record – subject to regular audit
 - Ensure letters of clearance for external agencies/contractors are regularly renewed
5. Prepare and, issue contractual and payroll documentation in liaison with the Operations 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 the payroll system
 - Enter payroll changes to the system ensuring all staff are paid correctly
 - Produce annual salary statements for teaching staff in accordance with the Schoolteachers' Pay and Condition Document.
 - Produce annual salary statements for support staff
6. 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
 - Liaise with management to ensure that return to work interviews are held for each absence and maintain appropriate records
 - Where necessary support return to work interviews and trigger meetings, providing timely information
 - Liaise with Operations Manager regarding Occupational Health referrals where appropriate
 - Record and monitor staff absences including TOIL and annual leave, supporting the management of requests
7. 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
8. Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school
9. 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



10. Liaise with the school's CPD lead to ensure all new staff starters get their staff induction information and appropriate training
11. Monitor probation periods, liaising with line managers to ensure completion
12. Collate staff training records, ensuring completion of all statutory training
13. To support the school Mental Health Lead to implement strategies to support staff with their mental wellbeing.
14. Help organise support staff in-service training and professional development on CPD day
15. 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 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 Policy

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

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Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
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Knowledge & Understanding:

A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths or equivalent	To demonstrate a good level of literacy and numeracy and provide a theoretical context for the role	Now	5
A secure knowledge of HR practices and procedures gained through 2 years' experience of HR Administration, preferably in a school environment	To provide a comprehensive HR administrative service to the school and provide advice to management on HR & recruitment policies	Now	5
Level 3 foundation CIPD qualification		Now	5
Level 5 foundation CIPD qualification (or willingness to work towards this once employed)		Willingness to complete qualification	4
Knowledge and experience of updating information management and payroll systems, preferably in a school environment	To assist with payroll and HR data input, analysis and reporting	Now but training will be given in specific school systems and processes	4



Mental Skills:

Ability to analyse and interpret information	To analyse HR/Payroll data and present information to colleagues and Governors	Now	5
Ability to solve problems use own judgement and investigatory skills	To provide comprehensive assistance to staff with pay and contractual issues, investigating systems where necessary	Now but training will be given in specific school systems and processes	5

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	<p>To develop and maintain effective working relationships with colleagues, students and "partners" of the school (Parents, Governors, Visitors, outside agencies etc.)</p> <p>To produce and maintain HR and payroll records</p> <p>To liaise with candidates and outside agencies regarding recruitment activities</p> <p>To advise senior members of staff on established HR procedures and inform them of their responsibilities, by persuading and ensuring policies are followed correctly</p>	Now	4
High levels of tact, diplomacy, discretion, persuasion and respect for confidential information	<p>To protect the right of all staff to have their information treated both confidentially and with respect</p> <p>To obtain essential information from Senior staff, who may have different priorities, in order to support effective and timely recruitment</p>	Now	5

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Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
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Physical Skills:

Excellent and accurate ICT/keyboard skills and database use	<p>To record, extract and manipulate HR information on school systems and databases</p> <p>To administer and maintain school records and computer systems to input data, run various reports and make returns</p> <p>To update all HR documentation, contracts, adverts, payroll information and statistics</p> <p>To draft HR outcome letters</p> <p>To be responsible for yearly incremental progression on payroll systems</p>	Ability and experience now; training in specific school systems and processes	5
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Initiative & Independence:

Ability to work on own initiative and plan and organise own workload	<p>To ensure timely production of information and to deal with conflicting priorities and deadlines</p> <p>To resolve payroll and contractual problems independently</p> <p>To lead on organising the schools recruitment process and activities</p> <p>To ensure payroll information is accurate and correct and updated as necessary</p>	Now	4
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Mental Demands:

Ability to concentrate for medium periods of time	<p>To take minutes at meetings and disciplinary hearings, write invite and outcome letters, run reports and data analysis</p> <p>Collate and review workforce census data and ensure timely submission to the appropriate authorities</p> <p>To ensure the accuracy of staff data and payments on the monthly payroll totalling £330,000</p>	Now	5
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Ability to handle potentially emotive situations	To attend meetings as minute taker and remain calm and detached	Now	5
Ability to work accurately in a busy and often noisy office with many interruptions	To organise the recruitment process and associated activities	Now	5

Responsibility For People:

Understanding of key safeguarding issues and procedures	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information</p>	Awareness of the sensitivity of these issues now. Training in school procedures given	5
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Responsibility For Supervision:

Knowledge of HR policies and procedures	<p>To advise leadership team and staff on established HR policies in relation to absence management procedures and practice</p> <p>To draft letters and provide administrative support for absence management, disciplinary and grievance casework</p>	Training in school procedures given	3
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Financial Responsibility:

Responsibility for entering staff details onto the Payroll	To ensure correct salary payments are made to all staff (Approx 130 staff). Monthly payroll value circa £330,000	Ability and experience now; training in specific school systems and processes	5
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Responsibility For Physical Resources:

<p>Excellent database & payroll system skills</p>	<p>Manage the annual increment processes for Teaching and Support staff updating records on Bromcom and payroll system</p> <p>To draft letters and provide administrative support</p> <p>Creating interview letters, shortlisting & interview packs</p> <p>Prepare and, issue contractual and payroll documentation</p> <p>Maintain records of fixed term and temporary contracts</p>	<p>Ability and experience now; training in specific school systems and processes</p>	<p>5</p>
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