**Job Title:** HR Officer

**School:** Windsor Girls School

**Grade:** Grade 5 – Grade 6 (depending on experience)

**Reports to:** Head of School

# Purpose of Job:

The post holder will report directly to the Head of School on day-to-day tasks. The post holder will provide a proactive and high- quality HR service to the school in line with HR policy, procedures and best practice. To work flexibly and collaboratively with other colleagues. There may be occasions when the postholder will be asked to support The Windsor Boys’ School.

To provide efficient and confidential HR support, demonstrating a high level of professionalism and confidentiality at all times and prioritising tasks to meet competing deadlines.

To work in line with the school’s strategic aims delivering a full range of HR activities with key focus on recruitment and the staff absence management processes.

# Key responsibilities of the role: Recruitment:

* Complete all staff appointment documentation for successful candidates, including offer letters, appointment forms, all pre-employment and safeguarding checks and induction details
* To process DBS checks
* Advertise roles and monitor applications on the relevant platforms used by the school
* To be the first point of contact for supply staff and to ensure that the relevant vetting information is received and verified
* To update the Single Central Register (SCR) with all new starters information in accordance with the Keeping Children Safe in Education Regulations and Ofsted
* Update the in-house HR systems with details of new starter, contractual changes, leavers etc.

# Staff Absence Management:

* To ensure that all return to work and leave of absence forms are completed by staff in a timely manner, and carry out return to work and trigger level interviews
* Ensure that all absence records (sickness, annual leave, compassionate, dependent etc) are accurately maintained and regularly updated on the School Information Management Systems (Arbor) and HR database (iTrent)
* Support with the monitoring of all absence and producing reports as required
* To maintain accurate and efficient electronic and paper filing systems for absence management monitoring
* Complete Occupational Health referrals

# General Responsibilities

* Answer and deal with day-to-day HR enquiries (both internal and external) in a timely and efficient manner
* To respond to email and telephone enquiries regarding employee references ensuring all employment and personal reference requests are completed in a timely manner
* To ensure annual declarations and Statutory returns are completed
* To minute confidential meetings (e.g. disciplinary/grievance meetings) accurately and in a timely manner
* Compile Teacher progressions spreadsheet
* Produce Teachers Annual Salary review letters
* Assisting with other HR projects where required
* To actively promote the safety and welfare of our children and young people
* To work flexibly in the interests of the school as required
* To ensure compliance with the Trust’s data protection rules and procedures
* To participate in performance reviews, assist with disciplinary procedures and to undertake Staff Development activities as appropriate.
* Provide backup support for Certificate of Sponsorship applications for Windsor Learning Partnership

# Training:

* To be responsible for own self-development and keeping abreast of relevant information to support that development and that of the wider department
* To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.
* To keep abreast of improvements and changes in fields relevant to role

**By signing this document, you are agreeing to undertake all duties stated within this job description.**

**Employee signature: Date:**

**Manager signature: Date:**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential (E)**  **Desirable (D)** | **Evidence Application (A) Interview (I) Test (T)** |
|  | **Qualifications and Experience** |  |  |
| 1. | 5 GCSEs Grade C or above (or equivalent) to include Maths and English. | E | A |
| 2. | CIPD qualified | D | A |
| 3. | Demonstration of an ongoing commitment to professional development. | E | A |
|  | **Experience** |  |  |
| 4. | Experience of working in a busy environment | E | A/I |
| 5. | Experience of using IT software and packages  including Microsoft Word, Outlook, Excel and PowerPoint packages | E | A/I |
| 6. | Experience at dealing with people at various management levels both internally and externally to the organisation. | E | A/I |
| 7. | Experience of organising and prioritising own workload on a day-to-day basis | E | A/I |
| 8. | Experience of collating information from a variety of sources and producing reports. | E | A/I |
|  | **Knowledge & Skills** |  |  |
| 9. | Knowledge of best practice in specific HR areas (Recruitment and Selection, Staff Absence  Management) | E | A/I |
| 10. | Knowledge of Safeguarding and DBS processes and procedures | E | A/I |
| 11. | Excellent communication skills (written and oral) | E | A/I |
| 12. | Ability to work on own initiative | E | A/I |
| 13. | Able to carry out simple calculations, e.g. sickness entitlement, annual leave entitlement | E | A/I |
| 14. | Problem solving skills and the ability to innovate and introduce improvements in all aspects of the role. | E | A/I |
|  | **Other** |  |  |
| 15. | A commitment to the school’s ethos and values | E |  |
| 16. | Demonstration of proactive support for equality, diversity and inclusivity. | E | A/I |
| 17. | Safeguarding and promoting the welfare of young people | E | A/I |