

JOB DESCRIPTION

THE FITZWIMARC SCHOOL



Post: HR Officer

Responsible to: HR Manager

Band: Scale 6 points 12 -17

Post Holder:

Purpose of the job: To provide confidential HR advice and support and accurately maintain the school's personnel data in a secure and confidential manner, to ensure an efficient and effective HR department

MAIN DUTIES AND RESPONSIBILITIES

- To maintain manual and computerised personnel data
- To submit staff personal data and salary information to Payroll in a timely manner
- To undertake administration connected to the recruitment and departure of staff ensuring compliance with school policies
- To complete all pre-employment checks in line with school policy and current legislation, including references, medical, DBS etc. and maintain an effective tracking system.
- To organise and run recruitment days as required – room booking, preparing interview packs, hospitality, and document checks etc.
- Create new employee staff files ensuring documentation complies with school procedures and legislative requirements.
- Update Single Central Record (SCR) ensuring all information is accurate and up to date in accordance with 'Keeping children safe Recruitment in Education' Guidance.
- Maintain the additional information file required to accompany the Single Central Record and manage the security of, and restricted access to the SCR
- Assist with the production and maintenance of The Staff Handbook
- To maintain an effective tracking system enabling location of personnel & payroll data and its stages of implementation.
- To maintain an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts.
- To maintain an effective system recording staff absence, ensuring medical certificates are received and relevant forms are complete. Monitor sickness levels and advise HR manager when trigger points are hit or changes to occupational sick pay are required.
- Produce the monthly return regarding staff absence
- To prepare Contracts of Employment. Distribute and monitor return
- Undertake the administration of agreed contractual leave e.g. maternity/ paternity leave
- To liaise with internal departments and external agencies where appropriate.
- To act as first point of contact for queries on personnel and salary data.
- To provide customised reports including use of SIMS.net reporting tools as required.
- To assist with preparing data for submission of Schools Workforce CENSUS, ensuring it meets current requirements, is up to date and accurate, investigating and rectifying any highlighted errors or warnings.

- To be aware of changes to SIMS Personnel system, e.g. following upgrades, and communicate to other users.
- Maintain staff files and undertake archiving as appropriate
- To regularly review, update and maintain the schools Personnel Procedures Manual.
- To undertake administrative duties, as required.
- To undertake any training commensurate to the post.
- To undertake invigilation for both public and internal examinations

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date