



## Colchester Royal Grammar School – Job Description

<b>Job Title</b>	HR Officer
<b>Hours of work</b>	22.5 hours per week, 40 weeks per year (flexible)
<b>Grade</b>	Band 4
<b>Reports to</b>	Business Manager, Headteacher
<b>Liaison with</b>	Headmaster, teaching staff, support staff

### **Overall Role Purpose:**

- To take a lead on all aspects of HR for the school providing advice and support to line managers and teachers on all employment related matters in the employee life cycle.

### **Main responsibilities and duties:**

- To act as first point of contact for queries on all personnel and employee-related issues
- To maintain manual and computerised HR data systems
- To ensure all staff personnel records are accurate and up to date
- To manage the recruitment process for all staff (support and teaching) including advertising, taking up references and interviewing for certain posts
- To carry out all pre and post-employment checks as per the schools policies and procedures
- To prepare and distribute offer letters of employment and contracts of employment
- To be responsible for ensuring that all staff movement information is given to the Finance department in an efficient and timely manner and to ensure that all SIMS HR records are kept accurate
- To maintain the school's Single Central Record ensuring it is always up to date
- To administer the induction process for all staff ensuring that line managers complete the process
- To ensure probationary procedures are adhered to and probation paperwork is returned by Line Managers
- To manage an efficient system with the Business Manager and Headteacher ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts
- To advise, with support from Essex Juniper Education services, on all personnel related issues including disciplinary and grievance procedures
- To be responsible for producing the monthly return regarding staff absence for submission to the school's payroll officer
- To manage an effective system for recording staff absence, ensuring medical certificates are received and relevant forms are complete

- Manage all referrals to Occupational Health
- To assist with the Finance procedures e.g. Year End and produce relevant information for this purpose
- Regular updating and reviewing of staff lists
- Personnel administration of Teachers' Pensions Scheme and Local Government Pension Scheme including meeting all legislative requirements under Auto Enrolment
- To liaise with external agencies where appropriate
- Maintain the policy schedule ensuring that all policies are kept up to date and reviewed on a regular basis, including first drafts and research.
- To be responsible for preparing all data for submission of the school workforce census and submitting it within the timeframe required
- To be responsible for updating SIMS personnel database with contract changes, new starters, leavers etc.
- To support the Business Manager and Headteacher with the school's performance management process as required
- To issue Annual Salary Statement letters to all staff
- To act as part of the school's GDPR internal team to ensure that the school is meeting its legal requirements
- Maintaining the training record and highlighting training needs to line managers
- To take minutes at meetings as directed
- To undertake other administrative duties, as required.
- To undertake any training commensurate to the post.

### **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
- To 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

**PERSON SPECIFICATION  
HR MANAGER**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Professional qualification in HR/Administration or equivalent experience. Educated to degree level or equivalent
	Knowledge of relevant policies and procedures	Excellent Working knowledge of general HR policies and procedures Basic knowledge of employment law
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use word processor, databases and other IT applications and support others in the use of ICT
<b>Communication</b>	Written	Ability to complete detailed and complex reports, forms and letters and provide financial reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults and support others
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with children</b>	Behaviour Management	Good understanding and implement the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Excellent understanding of the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own

	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way and build a successful team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and implement child protection procedures
	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others