



Stanley High School

JOB DESCRIPTION

<u>Post:</u>	HR Officer
<u>Grade:</u>	NJC Local Government Pay Scale F
<u>Section:</u>	School Administrative Support

JOB PURPOSE

HR Officer:

Provide efficient and effective human resources administration and advice for Stanley High School in accordance with agreed school, Trust and national policies and procedures, ensuring compliance with all relevant legislation and maintaining confidentiality and high professional standards at all times.

MAIN DUTIES

Recruitment

- Organise staff recruitment including job advertisements, interviews, references and appointments
- Ensure job descriptions and personal specifications are up to date and reflect the school's needs
- Co-ordinate programmes of induction for all staff
- Liaise with and advise line managers with regard to suitable staff induction, including arrangement of whole staff induction meetings, and evaluation of the induction procedure.
- Carry out equal opportunities monitoring of recruitment, providing reports to Senior Leadership Team/Governors. Personnel Records
- Ensure DBS checks are kept up to date for all staff, in line with latest guidelines
- Responsible for the Single Central Record of Employment and the confidentiality of pupil safeguarding information
- Maintain personal files for all staff and ensure that the MIS HR database is kept up to date
- Provide accurate management information as and when required
- Ensure accurate returns are submitted by the required deadline to the relevant agencies
- Ensure compliance with the Data Protection and the Freedom of Information Acts for all staff records

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Stanley High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit www.southportlearningtrust.org

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Registered Address— Fleetwood Road, Southport PR9 9TF



Absence Management

- Conduct an annual review of the school's policies on absence control and authorised leave of absence for approval by the governing body
- Maintain absence records for internal and payroll purposes and external returns
- Co-ordinate return to work interviews for all staff and monitor those carried out by line managers
- Create termly absence monitoring statistics for intermittent absence and prepare the relevant documents for return to work interviews
- Advise senior managers on the procedure for long-term absence management, attending review meetings, where appropriate
- Arrange occupational health referrals where necessary
- Provide advice and guidance to staff and managers on strategies to reduce absenteeism.
- Produce absence reports for Governors
- Provide advice and guidance on requests for non-sickness absence, ensuring limits for paid absence are adhered to

Payroll Administration

- Manage personnel/payroll systems, including staff absence returns, appointments and resignations and changes to pay and grading
- Manage manual and computerised staff records and/or management information systems and liaise with the payroll provider on the design of new forms/systems, ensuring that payroll records are up-to-date and accurate
- Check payroll variations each month and ensure anomalies are rectified
- Advise staff, Headteacher, senior leadership and governors on payroll and conditions of service matters, liaising with the school's payroll contractor as appropriate
- Be the responsible officer for teaching and non-teaching staff pensions

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
- Contribute to the school and Trust ethos, aims and development/improvement plan
- Work as part of a team, appreciating and supporting the role of other people in the team
- Attend and participate in meetings as required
- Undertake personal development through training and other learning activities including performance management as required



**Stanley High
School**



This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.



PERSON SPECIFICATION

HR Officer

Person Specification			
AE = assessed through application, evidence I = assessed at interview E / D Essential / Desirable reference and			
Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification.	AE	I	E
Level 3 qualification in Personnel/Administration / Business or equivalent qualification or experience.	AE	I	E
CIPD Level 3 or willingness to work towards obtaining once in post.	AE	I	E
Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases).	AE	I	E
Evidence of continuing professional development, and willingness to expand levels of responsibility in accordance with the changing needs of the school.	AE		D
Willing to work as a member of the team and make a positive contribution to the team's effectiveness	AE		E
High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels.		I	E
The ability to follow instructions accurately but make sound judgments and lead when required.	AE		E
Familiarity with school administration systems and knowledge of SIMs	AE		D
Strong interpersonal and oral communication skills.		I	E
Hard working, conscientious and accurate.	AE	I	E
Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.	AE	I	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	AE	I	E
Motivation to work with children and young people.	AE	I	E
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.		I	E
Emotional resilience in working with young people.		I	E
A commitment to the safeguarding and welfare of all students.			E