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| **Role:** | **HR Officer** |
| **Job Purpose:** | To ensure the provision of an efficient and supportive HR service for all staff and applicants for vacancies.  |
| **Accountable to:** | Director of Finance and Operations |
| **Accountabilities:** | 1. **Responsibilities:**
	1. To manage the administration for all staff recruitment (teaching and support staff). This includes:
* Preparing adverts for placement in local or national press and online.
* Preparing and organising application packs to be uploaded to school and GDST website.
* Sending out application packs and dealing with enquiries by email and telephone.
* Receiving completed applications, sorting, acknowledging receipt and filing.
* Arranging interviews including inviting candidates, requesting references, preparing schedules, informing staff involved, overseeing tasks where applicable and hosting candidates on the day.
* Completing offer paperwork, letter and contracts.
* Prepare ‘No’ letters for Head’s signature
* Overseeing the completion of DBS forms for all staff, ensuring relevant ID and residency is checked according to DBS guidance, logging details on receipt and storing forms in accordance with GDST regulations.
* Creating initial staff records on SIMS.
* Ensuring staff starter pack documents are up to date
* Sending welcome packs and induction paperwork to new staff.
* Monitoring progress of new appointees through the probationary period, liaising with line managers where necessary and being responsible for the associated paperwork and letters of confirmation of employment.
* Dealing with employment agencies when necessary.
* Dealing with the UK Border Agency where necessary.
	1. Ensure all paperwork is completed and procedures are followed for all new staff including teachers, support, peripatetic (self-employed) staff, regular volunteers, supply staff (both employed and via agencies).
	2. Monthly HR procedures:
* Prepare monthly payroll timesheets, adjustments and individual changes for Trust return ready for Director of Finance and Operations to authorise.
* Prepare Trust absence returns – ensure receipt of sickness certificates to be placed on personnel files.
	1. Annual HR procedures:
* Produce the annual part time teaching staff salary letters and ensure payroll paperwork is completed and forwarded to Trust Office.
* Update staff changes on SIMS etc from annual information sheets produced to ensure Trust are informed of changes where necessary.
* Assist in the annual budget process re staff costs.
* Administer the receipt and filing of annual PDP / Appraisal Reports on behalf of the Deputy Head (Academic).
	1. Ongoing HR procedures:
* Become familiar with the application of HR policies and procedures and keep up to date with legal requirements and disseminate to SLT as necessary (under guidance from Trust HR department).
* Liaise with the GDST on all matters relating to HR.
* Ensure all paperwork/procedures are completed for staff leavers and any staff changes, ensuring personal data and records on SIMS is up to date.
* Maintain the Single Central Register of Appointments in accordance with legal, ISI and GDST requirements.
* Complete Barred List checks as necessary.
* Regularly check recruitment items and chase any outstanding.
* Ensure paperwork and procedures are followed for staff taking or returning from maternity/paternity leave.
* Provide first line support to staff on HR issues as appropriate.
* Ensure staff filing is up to date.
* Maintain staff training records.
* Provide support during hearings where necessary.
1. **Health & Safety:**

Be vigilant on all aspect of fire, security and safety and work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.1. **Training & Development of Self and others:**

Participate in training activities and sessions offered by the school, the GDST and external agencies in order to further relevant knowledge and skills and keep up to date with any legal, technical or health and safety aspects relevant to the job. |

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|  | All school staff are expected to:1. To participate in the Trust annual review process (PDP).
2. To work towards and support the school vision and the current school objectives outlined in the School Development Plan.
3. Contribute to the school’s programme of extra-curricular activities.
4. Support and contribute to the school’s responsibility for safeguarding students.
5. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process.
8. Adhere to policies as set out in the GDST Council Regulations, GDST HUB and GDST circulars.
9. Undertake other reasonable duties related to the job purpose required from time to time.
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| **Review and Amendment:** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. Report promptly to your Line manager when any aspect of this job description cannot be met. |

**Person Specification.**

**Skills Required:**

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| Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.  | Essential |
| First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail. | Essential |
| Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately. | Essential |
| Be able to establish and maintain administrative systems and records. | Essential |
| Excellent ICT skills e.g. confident and adept in use of SIMS, Microsoft applications e.g. Word, Excel and database input. | Essential  |
| Sufficient numeracy to deal with statistical data, and manage budgets and money. | Essential |
| Excellent command of written and spoken English. | Essential |

**Knowledge Base:**

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| Knowledge of office administration processes.  | Essential |
| Knowledge of HR policies and procedures. | Essential |
| Knowledge of employment law | Essential |
| Knowledge of safeguarding issues. | Desirable |
| Good understanding of basic EU and UK employment legislation. | Desirable |
| Good understanding of health and safety policies and procedures. | Desirable |

**Qualifications/Attainment:**

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| Recognised HR qualification at NVQ Level 3 or above, or the equivalent gained through experience. | Desirable |

**Experience:**

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| Evidence of HR and administrative in a complex organisation. | Desirable |
| Experience of working in an educational setting. | Desirable |

**Attitude/approach:**

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| A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality. | Essential |
| Honesty, energy, stamina, enthusiasm. | Essential |
| A willingness to give generously of their time to support school events and activities. | Desirable |
| An enjoyment of working with and being in the company of young adults. | Essential |
| Professional, approachable demeanour in relating to all members of the school community, suppliers etc. | Essential |
| Professional appearance appropriate to the role. | Essential |
| Willingness to “roll up sleeves” when required | Essential |