



To be successful in this role, the HR Officer will have relevant experience and should be qualified to CIPD Level 3 and/or working towards CIPD level 5. Experience of working within a school or education

environment would be highly advantageous but not essential as training will be given. Most of all we're looking for an HR Professional who has enthusiasm, passion and commitment to supporting the school team achieve the very best for our students.

If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

- To provide an effective and efficient HR administrative and advisory service to the School and leadership team
- To be responsible for coordination and administration HR activities including (but not limited to) recruitment, absence management, professional development, employee relations and leavers

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Has strong organisational and administrative skills
- Has excellent attention to detail, a systematic and logical approach and an ability to follow processes and procedures.
- Experience of working in a fast-paced environment.
- Experience in an HR or Recruitment administrative role.
- Friendly, articulate and customer focused.
- Ability to manage conflicting demands and competing priorities.
- A team player willing to support colleagues.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor and Trust HR team
- Eligibility to join the Local Government Pension Scheme
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Wellbeing resources
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher's welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed application form to Mrs Tracey Harper, Business Manager, via email to hr@westonsecondary.co.uk.

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Your Role

- To provide an effective and efficient day-to-day generalist HR administrative and advisory service to the school and the leadership team
- To be responsible for coordination and administration HR activities including (but not limited to) recruitment, absence management, professional development, employee relations and leavers
- Having a good understanding of HR Policies and being able to give advice to staff and SLT on the content and the practical implementation of policies
- Ensure all case details (including case files), documentation and resolutions are accurately recorded including note taking when required, ensuring that data governance and record retention requirements are followed

Key Responsibilities

- Ensure that all HR information, whether on I.T. systems or paper, is accurately recorded, managed, updated and analysed to provide a high-quality HR service to the school and timely management information to the school's leadership team.
- Maintain and keep updated HR files/electronic records of all school employees – subject to regular audit.
- Collate and review workforce census data and ensure timely submission to the appropriate authorities
- Manage the organisation of all recruitment activities for the school including the responsibility for
 - Be compliant with HET's Safer Recruitment Policy
 - Identify early indications of recruitment requirements and initiate actions under the recruitment processes in order to ensure continuity of staffing.
 - Review and update job descriptions and person specifications
 - Draft adverts ensuring they are well-written, engaging and following Brand guidelines and place advertisements with external agencies
 - Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs, arranging lesson objectives, arranging student tours and interview panels
 - Ensure the completion of all pre-employment checks
 - Creating offer letters and contracts of employment
 - Maintenance and security of the single central record – subject to regular audit
 - Ensure letters of clearance for external agencies/contractors are regularly renewed.
- Prepare and issue contractual and payroll documentation in liaison with the Business Manager.
 - Create new contracts and issue amendments to existing contracts
 - Maintain records of fixed term and temporary contracts and take appropriate actions to extend/end all appropriate record
 - Manage the annual increment processes for Teaching and Support staff updating records on Bromcom and notifying payroll
 - Supporting the Business Manager, enter payroll changes to the system ensuring all staff are paid correctly (when needed to cover)
 - Produce annual salary statements for teaching staff in accordance with the Schoolteachers' Pay and Condition Document.
 - Produce annual salary statements for support staff
- Staff absence
 - Track staff absences, self-certification, and fitness for work certification and return to work interviews ensuring full compliance of both staff and line managers.
 - Provide advice and guidance on established HR absence policies and procedures to senior management
 - Lead on the administration of the absence management policy
 - Provide regular reports of staff absence identifying and advising the Senior Leadership Team of any potential issues that need addressing

- Liaise with management to ensure that return to work interviews are held for each absence and maintain appropriate records
- Where necessary support return to work interviews and trigger meetings, providing timely information
- Support making Occupational Health referrals where appropriate and liaise with the Business Manager regarding recommendations and reports
- Record and monitor staff absences including TOIL and annual leave, supporting the management of requests
- Manage the administration of individual HR cases involving the school's absence, disciplinary and capability procedures including drafting formal invite and outcome letters, reports and minutes as required.
- Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school.
- Manage the co-ordination of filing for the performance management process for all support staff, ensuring that reviews are completed to agreed timescales and where necessary alerting the PM Co-ordinator of outstanding reviews to be chased.
- Liaise with the school's CPD lead to ensure all new staff starters get their staff induction information and appropriate training.
- Monitor probation periods, liaising with line managers to ensure completion
- Collate staff training records, ensuring completion of all statutory training
- To support the school Mental Health Lead to implement strategies to support staff with their mental wellbeing.
- Organise support staff in-service training and professional development on CPD day
- Ensure all personnel advice, practice and procedure are compatible with the Trust HR

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Other Duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;

- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development.
- maintain accurate and up-to-date professional development records on your Bromcom file;
- disseminate best practice further to CPD opportunities made available to you.

NB.

- 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 in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description 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.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date:	
Postholder's signature	
Date:	

Person Specification POST: HR Officer GRADE: 7			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths or equivalent	To demonstrate a good level of literacy and numeracy and provide a theoretical context for the role	Now	5
A secure knowledge of HR practices and procedures gained through a minimum of 2 years' experience of HR Administration, preferably in a school environment.	To provide a comprehensive HR administrative service to the school and provide advice to management on HR & recruitment policies	Now	5
Level 3 foundation CIPD qualification		Now	5
Level 5 foundation CIPD qualification (or willingness to work towards this once employed)		Willingness to complete qualification	4
Knowledge and experience of updating information management and payroll systems, preferably in a school environment	To assist with payroll and HR data input, analysis and reporting	Now but training will be given in specific school systems and processes	4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret information	To analyse HR/Payroll data and present information to colleagues and Governors.	Now	5
Ability to solve problems use own judgement and investigatory skills	To provide comprehensive assistance to staff with pay and contractual issues, investigating systems where necessary	Now, but training will be given	5

<p><u>INTERPERSONAL & COMMUNICATION SKILLS</u></p> <p>Ability to communicate a variety of information and ideas effectively to a range of audiences, through good written and oral communication skills</p> <p>High levels of tact, diplomacy, discretion, persuasion and respect for confidential information</p> <p>Ability to work well as a member of a team</p>	<p>To develop and maintain effective working relationships with colleagues, students and “partners” of the school (Parents, Governors, Visitors, outside agencies etc.)</p> <p>To produce and maintain HR and payroll records</p> <p>To liaise with candidates and outside agencies regarding recruitment activities</p> <p>To advise senior members of staff on established HR procedures and inform them of their responsibilities, by persuading and ensuring policies are followed correctly</p> <p>To protect the right of all staff to have their information treated both confidentially and with respect.</p> <p>To obtain essential information from Senior staff, who may have different priorities, in order to support effective and timely recruitment</p> <p>To support colleagues and maintain effective working relationships</p>	<p>Now</p> <p>Now</p> <p>Now</p>	<p>4</p> <p>5</p> <p>5</p>
<p><u>PHYSICAL SKILLS</u></p> <p>Excellent and accurate ICT/keyboard skills and database use</p>	<p>To record, extract and manipulate HR information on school systems and databases.</p> <p>To administer and maintain school records and computer systems to input data, run various reports and make returns</p>	<p>Ability and experience now; training in specific school systems and processes</p>	<p>5</p>

	<p>To update all HR documentation, contracts, adverts, payroll information and statistics</p> <p>To draft HR outcome letters</p> <p>To be responsible for yearly incremental progression on payroll systems</p>		
<p><u>INITIATIVE & INDEPENDENCE</u></p> <p>Ability to work on own initiative and plan and organise own workload</p>	<p>To ensure timely production of information and to deal with conflicting priorities and deadlines</p> <p>To resolve payroll and contractual problems independently</p> <p>To lead on organising the schools recruitment process and activities</p> <p>To ensure payroll information is accurate and correct and updated as necessary</p>	Now	4
<p><u>MENTAL DEMANDS</u></p> <p>Ability to concentrate for medium periods of time</p> <p>Ability to handle potentially emotive situations</p> <p>Ability to work accurately in a busy and often noisy office with many interruptions.</p>	<p>To take minutes at meetings and disciplinary hearings, write invite and outcome letters, run reports and data analysis</p> <p>Collate and review workforce census data and ensure timely submission to the appropriate authorities</p> <p>To attend meetings as minute taker and remain calm and detached</p> <p>To ensure the accuracy of staff data and payments on the monthly payroll totalling £330,000</p> <p>To organise the recruitment process and associated activities</p>	<p>Now</p> <p>Now</p> <p>Now</p>	<p>5</p> <p>5</p> <p>5</p>

<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues across the school To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	5
<u>RESPONSIBILITY FOR SUPERVISION</u> Knowledge of HR policies and procedures	To advise leadership team and staff on established HR policies in relation to absence management procedures and practice To draft letters and provide administrative support for absence management, disciplinary and grievance casework	Training in school procedures given	3
<u>FINANCIAL RESPONSIBILITY</u> Responsibility for entering staff details onto the Payroll.	To ensure correct salary payments are made to all staff (Approx 150 staff).	Ability and experience now; training in specific school systems and processes	5
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Excellent database & payroll system skills	Manage the annual increment processes for Teaching and Support staff updating records on SIMS To draft letters and provide administrative support Creating interview letters, shortlisting & interview packs. Prepare and, issue contractual and payroll documentation Maintain records of fixed term and temporary contracts	Ability and experience now; training in specific school systems and processes	5