

HR Officer – Job Description

Post Title: HR Officer

Salary: G6

Responsible to: Headteacher

Status: 36 hours per week (8-3.30pm with 30min lunch break), term time plus 2 weeks

Main Purpose of the Job:

To work under the direction of the Headteacher and School Business Manager to lead and deliver the school's Human Resources and Payroll operations. This includes recruitment, staff absence management, compliance with safer recruitment and employment legislation, occupational health liaison, and general HR administration. The HR Officer plays a vital role in promoting the wellbeing and performance of all staff by ensuring HR procedures are robust, efficient, confidential, and supportive of the school's ethos.

Key Responsibilities:

Human Resources Management

- Provide a professional, efficient, and confidential HR service to the school.
- Maintain accurate personnel records in both electronic and paper formats.
- Update and cleanse SIMS and personnel files annually, ensuring compliance with GDPR.
- Advise and support staff and leadership on HR policies, procedures, and best practices.
- Act as the first point of contact for all HR-related queries.
- Maintain and manage the Single Central Record in line with DfE guidance.
- Ensure yearly declarations from all staff are collected and recorded.
- Support the preparation of HR-related reports and performance indicators for SLT and Governors.
- Maintain and update staff training records, including safeguarding, first aid, and professional development; issue reminders for renewals and expiry.
- Ensure staff annually read and acknowledge receipt of key policies, including safeguarding and code of conduct.
- Monitor and support completion of probation reviews for all new starters, ensuring timely evaluation by line managers.
- Coordinate and maintain equal opportunities monitoring during recruitment and employment, in line with the school's Equality Policy.

Staff Recruitment & Onboarding

- Manage the full recruitment cycle including adverts, job descriptions, shortlisting, interviews, and onboarding.

- Oversee recruitment mailbox and respond to applicant enquiries.
- Coordinate interview arrangements with HT/DHT, prepare candidate packs, and liaise with panel members.
- Ensure compliance with safer recruitment policies, including processing DBS and Prohibition checks.
- Draft and issue offer letters and employment contracts.
- Liaise with the HR and Payroll providers to ensure accurate onboarding of new staff.
- Administer induction programmes and ensure all pre-employment checks are completed.
- Maintain accurate and timely recruitment documentation in line with KCSIE and Ofsted expectations.
- Coordinate compliance checks and induction for temporary, agency, and supply staff to ensure safeguarding, DBS, and statutory requirements are met.

Absence Monitoring & Occupational Health

- Monitor, record, and report on staff absence using agreed systems.
- Prepare absence summaries for payroll and management purposes.
- Conduct or coordinate return-to-work interviews in line with policy.
- Draft and issue absence-related correspondence in accordance with the school's absence management procedures.
- Draft daily absence email to all staff and forward to SLT lead.
- Monitor the absence emails and escalate wellbeing or absence trends to the DHT/HT.
- Liaise with Occupational Health providers for referrals and ensure recommendations are recorded and actioned.
- Carry out and update risk assessments in line with Occupational Health and specific medical conditions, ensuring these are appropriately filed and actioned by SLT.

Payroll Administration

- Coordinate all matters related to payroll with the payroll provider to ensure accuracy and compliance.
- Ensure all payroll changes (e.g. role, grade, hours) are approved and processed correctly.
- Reconcile monthly payroll reports and investigate discrepancies in collaboration with the School Business Manager.
- Assist staff with queries regarding timesheets, forms, and pay slips.
- Coordinate support staff appraisals and administer annual pay reviews.
- Advise leadership on teacher pay scale progression, job descriptions, and person specifications.
- Maintain and monitor the staffing establishment and support workforce planning.

General HR Support & Compliance

- Support formal HR processes such as disciplinary or capability hearings with administrative duties.
- Creating and maintaining new and current Risk Assessments for staff.
- Liaise with the school's HR service provider to escalate and resolve complex cases.

- Coordinate exit processes including leaver documentation and exit interviews.
- Support the Headteacher in producing HR reports for the Governing Body.
- Ensure all school HR policies are up to date and accessible to staff via the intranet.
- Ensure compliance with the school's Equal Opportunities, Safeguarding, Health & Safety, and Data Protection policies.

Other Duties

- Attend relevant training and performance development activities to improve HR knowledge.
- Support the School Office as needed and deputise in the absence of other administrative staff.
- Attend school functions and meetings as required to support the smooth running of the school.
- Maintain a positive and professional working relationship with all stakeholders including pupils, staff, parents, governors, and external agencies.

PERSON SPECIFICATION – PERSONNEL MANAGER

Attributes	Essential	Desirable
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Educational Achievements, Qualifications and Training		
Education to at least National Qualifications Framework Level 3 (A Level or equivalent)	X	
At least 2 years experience working in a Personnel environment		X
Job Related Knowledge/Aptitude/Skills		
A understanding of HR policies and procedures	X	
Absolute integrity and accountability in relation to the management of the school's personnel records.		X
An ability to manage self and others within a busy office environment	X	
Experience of Microsoft Office and in particular Microsoft Excel	X	
An ability to deal with a range of complex issues including analysing and evaluating needs and making decisions	X	
An ability to communicate effectively verbally and in writing	X	
An ability to work independently and as part of a team	X	
An ability to show initiative in a range of situations	X	
An ability to interact positively with pupils, parents, colleagues and visitors to the school	X	
An ability to use a range of information technology	X	
A respect for the need for confidentiality	X	
Knowledge of SIMS	X	
Knowledge of the requirements in relation to personnel standards standards in schools	X	
Knowledge of educational issues		X

Experience		
Experience of computerised packages and databases	X	
Experience of spreadsheets and analysing and reporting information	X	
Experience of administration within an office environment	X	
Experience of working in an educational setting		X
Experience supervising and directing staff		X
Personal Qualities		
Confidence, warmth, sensitivity, reliability, and enthusiasm	X	
Good interpersonal skills	X	
Commitment to parental, community and Headteacher/Governing Body partnership	X	
Equal Opportunities		
Understanding of and willingness to comply with the school's Equal Opportunities Policy	X	