



**Halliford
School**
SHEPPERTON

HR Officer

Introduction to the Role

We are looking to appoint an efficient, dynamic and well organised HR Officer to support the Senior Management Team in managing the HR functions of the School.

The ideal candidate will have excellent HR knowledge and previous experience of working in a similar role. Excellent verbal as well as written communication is essential as well as flexibility, attention to detail and complete discretion. CIPD qualification is desirable.

You will also have a strong interest in staff wellbeing and seek to quickly build positive relationships with all staff encouraging staff retention and achievement. This is a highly hands on and operational role and you will need to be extremely organised juggling many different priorities.

This is a part time term time plus appointment with a competitive salary and benefit package. The hours of work can vary dependent on the successful candidate (approximately 25-30 hours per week) Salary is very competitive, dependent on experience and will be discussed following interview.

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, the Bursar, who will be delighted to assist you.

Telephone: 01932 234934.

E-mail: bursar@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Bursar to arrive no later than **24th April 2022**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Job Description - HR Officer

Lines of Responsibility: The HR Officer is responsible to the Bursar.

Job Purpose and Description:

To manage the HR functions of the School in line with the School's HR and Compliance Strategy, policies and procedures and implement the same.

Recruitment Management:

- Oversee, advise and assist with all staff recruitment from placing adverts, to shortlisting and interviewing, to securing the appointment and implementing initial staff training. This will include contractors, volunteers and agency / supply staff.
- Carrying out recruitment checks for successful candidate – there are 14 separate checks that need to be undertaken before an individual is able to join our School. These checks need to be carried out inline with the school's expectations and in a timely fashion to ensure that the individual is safe to work in a school before they start with us.
- Prepare and review job descriptions and recruitment packs.
- Inputting new joiners onto the MIS, liaising with payroll, IT and other internal stakeholders to ensure everything is set up in time for the new joiner's arrival.

Absence Management:

- Provide advice and guidance in relation to absence policies and procedures.
- Accurately record and monitor all staff absence including sickness absence, family friendly absence and any other type of absence.
- Organise occupational health assessments when required
- Coordinate return to work interviews and exit interviews
- Prepare Termly and Annual absence management reports with the Bursar identifying areas of concern.

Contractual Management:

- Prepare offer letters and contracts of employment to all staff
- Prepare contracts for services for self-employed third parties e.g. Visiting Music Teachers
- Prepare all letters relating to changes in terms and conditions e.g. changes to hours, salary, job role and working arrangements etc.
- Maintain up to date terms and conditions for all staff.

Employee Relations Casework:

- Advise and support the Headmaster and Bursar on a range of staffing issues, for example disciplinary, grievance and capability cases.

Induction and Training:

- Manage new starter process and assist the SMT with the induction programme.
- Contribute to the organisation and development of training for all staff.
- Organise safeguarding related training with the Senior Deputy Head.
- Manage and develop the online compliance training under the direction of the Bursar and Headmaster and ensure this is carried out by all staff, evidencing the same.
- Conduct Training Needs analysis for support staff and advise on suitable, cost effective training courses and resources for development. Evaluate effectiveness of training in conjunction with the Bursar.

Compliance and Policies:

- Responsible for ensuring that the school is compliant with and that all staff are aware of relevant policies and regulations such as the Safer Recruitment Policy and the Employment Manual.
- Update HR policies to ensure they are compliant with current Employment Law and School regulations.

General:

- Respond to day-to-day transactional HR issues.
- Support the Bursar and SMT with probation and appraisals.
- Administer the consistent and accurate processing of all contractual changes, the starter and leaver processes along with relevant paperwork.
- Conduct all probation and exit interviews and log the same taking any necessary action required with the support of the Bursar.
- Ensure the staff list on the website is reviewed and kept up to date.
- Process references for former staff members.
- Ensure all personal data is managed, processed and retained in accordance with relevant data protection legislation.
- Carry out other duties as may be reasonably requested by the Headmaster and Bursar.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification

Skills and Abilities (all essential)

- Excellent written and verbal communication skills.
- Excellent all round organisational and administration skills.
- Excellent accuracy and attention to detail.
- Good numeracy skills.
- Ability to think both strategically and tactically.
- Able to direct and motivate others while working as part of team.
- Commitment to high standards and continuous improvement.
- Ability to make a quick decision.
- Able to respond flexibly and adapt to changing and challenging circumstances.
- Able to interpret HR policies and procedures and apply them in practice and embed within the School's community.
- A strong aptitude for IT.

Qualifications and Knowledge

- Degree level, or equivalent.
- Member of the CIPD to Associate Level or above.
- Knowledge and understanding of standard and implied contractual terms and conditions of employment. (essential)
- Knowledge of the ISI regulatory requirements (Part 4) and *Keeping Children Safe in Education* would be an advantage.
- Schools or education sector knowledge would be an advantage.

Experience

- Experience of working in an educational environment (desirable)
- Experience of working with HR Database (desirable)

Personal Attributes

- A professional and approachable manner.
- Sense of humour and perspective
- Calm, diplomatic and level-headed
- Assertive
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in own decision-making and working on own initiative.
- A willingness to be involved in the wider school life of the School
- The ability to manage a busy workload and work effectively under time pressures.
- Displays commitment to the protection and safeguarding of children and young people.

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service
- Laptop provided

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.