

Job Description

Role Title: **Human Resources Officer**
Reporting to: **Director of Finance & Business (DFB)**
Salary / Grade: **NJC SO1 (point 22 – 25)**
Working Time: **35 hours per week.** The duties and responsibilities of this role will require flexibility in hours to ensure that all business timelines are fully met on time.

Core Purpose:

- To ensure the efficient operations of the Human Resources functions
- To provide a professional, efficient and effective HR administration and advice service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards always.

Main Duties / Responsibilities

- Provide a professional, efficient, confidential and proactive HR support service; demonstrating excellent customer service
- Produce quality work that meets deadlines and is accurate and professionally presented
- Daily update of SIMS to reflect all absence types
- Being the first point of contact, advise and support staff on HR matters, ensuring compliance with HR policies and procedures
- Liaise with Camden HR Services on all matters that require specialised HR Advice
- Update ORACLE with monthly adjustments
- Ensure all payroll data is submitted to Camden HR within the prescribed timescales.
- To provide administrative support such as reprographics and minutes at meetings.

Recruitment & Appointment

- Oversee the recruitment process ensuring all the policies and procedures are adhered to
- Oversee the issuing of offer letters, contract variation letters and organise contracts as required
- Process DBS checks in line with current guidance
- Maintain and manage the Single Central Record in line with current guidance
- Oversee compliance with Safer Recruitment requirements
- Support induction programmes for all staff
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time

Note: During peak periods of recruitment the HR function will be supported with additional administrative support.

Staffing & Payroll

- Ensure any changes to role, grade or pay follow the agreed approval processes and are processed as per the agreed procedure
- Lead on and co-ordinate all matters related to payroll and pensions, ensuring accuracy, compliance and appropriate approval at all stages. Oversee the preparation of the monthly payroll and undertake monthly reconciliation of the payroll.
- Co-ordinate the annual appraisal, performance management and pay review administration,
- Provide administrative support in relation to reviews of job descriptions and person specifications

Human Resources Administration

- Provide HR advice to staff
- Lead on informal HR meetings, including drafting invite letters
- Provide guidance to line managers on 'Return to Work' procedures ensuring that the school's policy and procedures are fully complied with
- Provide administrative support as and when required to support investigations
- Oversee the exit interview administration processes
- Provide accurate and timely management information as and when required
- Provide the Senior Leadership Team (SLT) with timely reporting on all types of absences
- Maintain a log of HR policies and procedures and remind the appropriate member of SLT when a policy is due for review
- Ensure HR files, both hard copy and electronic, are created and maintained in keeping with guidance relating to this
- Oversee the data cleanse of the SIMS staff records
- Provide administrative support in the collation of data and submission of statutory returns
- Support the work of the Safeguarding Working Group
- Ensure compliance with the GDPR all times

Absence Management

- Ensure the Managing Absence Procedure is followed and where absence indicators require additional action to follow up appropriately
- Maintain absence records for internal and payroll purposes, oversee the quality control of this information
- Create absence reports as required
- Ensure that line managers have the relevant paperwork when undertaking risk assessments for staff
- Provide SLT members with administrative support when processing occupational health referrals
- Support the Staff Wellbeing Plan, attend the Staff Wellbeing Meetings and liaise with the Deputy Headteacher with responsibility for this.

Swiss Cottage is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.