



Colnbrook School

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Head Teacher: Caroline Aplin

TITLE OF JOB : **HR Officer**
LOCATION : **Colnbrook School**
GRADE : **H7**
LINE MANAGER : **School Business Manager**

1. JOB OUTLINE

To provide comprehensive HR support to the Head Teacher and school.
To manage the HR administrative functions within the school

1 b) MAIN AREAS OF RESPONSIBILITY

Human Resources

- Ensure that the Single Central Record is compliant, up-to-date and accurate.
- Process pre-employment screening for candidates
- Recruitment, adverts, application management, booking interviews, requesting references and sending out communication to candidates (to also include Volunteers and Work Experience students)
- New starters and leaver's communication, and updates of the website.
- Prepare and submit relevant paperwork for payroll to ensure that all new starters, staff with contract changes are paid accordingly.
- Co-ordinate probation meetings for new starters.
- Monitor any fixed term contracts and discuss with relevant staff. Ensure that payroll is notified if fixed term arrangements are to end.
- Submit monthly absence and overtime/cover data to Payroll.
- Update data management system with new starters, contract, salary changes and leavers.
- Prepare and submit the annual School workforce census within defined timescales.
- Ensure all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.
- Ensure maternity, paternity, adoption, shared parental leave are recorded and processed effectively and payroll notified accordingly.
- Maintain personnel records where relevant to responsibilities, to include any absence review, disciplinary or capability documentation.
- Co-ordinate absence and disciplinary meetings, to include collation of required paperwork.
- Assist the Head Teacher / SLT as required with attending meetings (eg disciplinary) by taking notes.
- Liaise with the Clerk for Governors regarding new governor appointments ensure DBS check and references are actioned.
- Support the School Business Manager in other tasks related to HR Administration.

1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

1 e) DISCLOSURE AND BARRING SERVICE

This school is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment. The post will be dependent on a satisfactory Disclosure and Barring Service (DBS) record check and acceptable references.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

SUPERVISION

The job holder is managed by the School Business Manager.

JOB CONTEXT

The job holder is responsible for the school's HR administrative functions.

2. CONTACTS

All members of staff in the school.

Parents, pupils and visitors.

Governors and the LEA.

3. KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience of working in an office environment at senior level.
- Excellent numeracy and literacy skills.
- Knowledge of HR procedures and regulations relevant.
- Understanding of the needs of children.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**