



Job Description for HR Officer

Job title	HR Officer (Funded training CIPD Level 5 available to support development to a HR position)
Location	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH
Hours	37 Hours per week, Monday – Thursday 8:30am – 5:00pm, Friday 8:30am - 4:30pm, term time plus 15 days
Salary band	H6 – H7 (Actual £27,134 - £31,629)
Contract type	Permanent
Reports to	Senior Leadership Team

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below 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.

The job description will be updated regularly in line with school's improvement plan.

Amwell View School currently employs 140 staff, this will grow to around 220 staff.

1. Introduction

1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.

1.2 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.

2. The role of a HR Officer at Amwell View School

2.1 To provide comprehensive HR support to the Headteacher and school. To manage the HR administrative functions within the school.

2.2 You are required to carry out the duties of a HR Officer. This role requires you to carry out such duties as the Headteacher may reasonably direct from time to time.

2.3 To work closely with the HR Manager and school Bursar

3. Key areas of responsibility

- Coordinate end-to-end recruitment processes, including advert creation, shortlisting, interview arrangements and pre-employment checks
- Manage the induction process, probation periods for all new staff
- Point of contact for all staff – particular support staff
- Prepare, coordinate and monitor absence requests and cover arrangements across classrooms and during lunchtimes.
- Organise return to work meetings, setting up occupational health meetings, referrals to counselling and working to reduce the impact of long term absence in line with the school policy



- To track and monitor staff absence and drive good absence management control in line with the school policy
- To provide weekly reports on staff sickness to ensure sickness monitoring is completed
- Organise trigger point meeting with line managers and Headteacher
- Prepare correspondence and attendance plans
- To ensure exit interviews are conducted with staff
- Prepare and submit the school workforce census within defined timescale
- Maintain personnel records where relevant to responsibilities, to include and absence review, disciplinary or capability documentation
- Assist the Headteacher / SLT as required with attending meetings / taking notes
- Organise maternity / paternity risk assessments
- Help to organise events around staff wellbeing

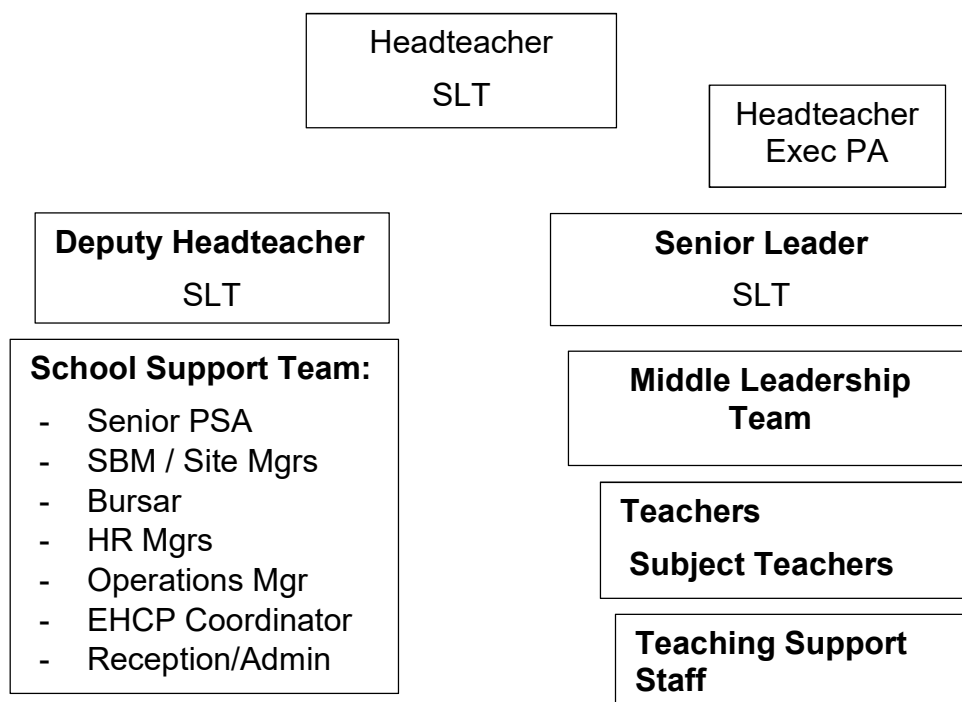
Management of staff and resources:

- Direct, supervise and provide support across the school
- Contribute to the recruitment, selection, appointment and professional development of other teachers, support staff and others
- Monitor quality and standards of the school environment and resources

Knowledge, experience and training

- Experience supporting recruitment, including pre-employment checks
- Previous experience in an HR role, holding or working towards their CIPD qualification
- Knowledge of HR procedures
- Effective staff management, knowledge and skills
- The ability to manage, organise and motivate staff
- Excellent organisational and administrative skills
- Ability to handle sensitive and confidential information appropriately
- Friendly and approachable

4. Organisation chart





5. Accountabilities

5.1 The jobholder is managed by the Headteacher, with whom there is likely to be daily contact. The jobholder will work under the direction of the current HR Manager. The jobholder is assisted by 4 administrative staff.

5.2 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils and staff are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.

6. Equalities

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

7. Health and safety

7.1 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.

8. Disclosure and barring service

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

9. Safeguarding children and safer recruitment

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.