

Saffron Valley Collegiate

Croydon's Secondary Pupil Referral Unit

HR Officer

PERSON SPECIFICATION:

The post holder will be assisting the Senior Finance Officer and School Business Manager in the day to day of running the Finance department. Hence expected to work effectively with both teaching and support staff at all levels as well as students/parents and external agencies/contractors. They will thus need the following qualities:-

- A strong understanding of organisational finance requirements
- NVQ Level 3 or equivalent qualification
- Ability to handle sensitive issues keeping confidentiality as required
- A high degree of professionalism in their approach to work and tasks set
- Ability to understand and interpret fall matters of HR.
- Very good organisational and time management skills and the ability to work under pressure
- Strong numeracy skills, with the ability and knowledge to apply these to their records
- A good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications

Duties and responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Human Resources Administration

- Be a point of contact for all HR related enquires, referring to the Trust's HR Manager as appropriate.
- Provide HR support at meetings, including drafting invite letters and attending meetings as a note taker.
- Ensure regular maintenance and organisation of office filing systems, retaining documents and archiving, correspondence and other records in line with HR and GDPR procedures.
- Assist the Business Manager with the maintenance of the Single Central Register (Staff Safe) ensuring it is up-to-date and accurate.
- Maintain staff records on SIMS and ensuring all records are up to date.
- Ensure accurate personnel records, including sickness and other absences are maintained and information is recorded on SIMS and sent to the Trust Central Team.
- Assist the Business Manager with acknowledging resignation letters and exit interviews.
- Input all training certificates to SIMS and regularly review training requirements such as safeguarding.
- Assist the Business Manager with the school workforce census annual return.
- Keep abreast of latest HR and payroll developments, best practice and legislation.

Recruitment and Selection

- Produce agreed job descriptions, person specifications and advertisements (in liaison with the Business Manager) for vacant positions as required, including uploading them to Eteach or similar advertising portals.
- Assist the line managers in the preparation of interview questions and skills tests.
- Arrange and co-ordinate shortlisting meetings, draw up interview schedules and arrange interviews.
- Assist the Business Manager with issuing offer letters and the completion of contract variation forms.
- Ensure compliance with all Safer Recruitment requirements by completing the vetting checks including references, DBS, medical checks, prohibition checks for all staff, agency staff, governors, contractors and volunteers.
- Coordinate induction programmes with relevant line managers.
- Prepare personnel files for new starters.
- Monitor probation periods, liaise with line managers and prepare probation letters.
- Make arrangements for agency cover as and when required within budget constraints and in accordance with the Safeguarding Children and Safer Recruitment in Education Guidance.

Payroll

- Alongside the Business Manager, ensure all monthly submissions to the Trust's HR Team are made in full and processed as per the agreed procedure, to include but not limited to: Starters and Leavers, additional hours, absences, unpaid leave and contract variations.
- Update absence data onto payroll system on a monthly basis.
- Ensure all required documentation for maternity, paternity and adoption leave is provided to the Trust HR Team.

Trust

- Promote the Trust's core themes of working with vulnerable young people and helping them to flourish.
- Promote the safeguarding and welfare of children and young people.
- Comply with the Trust's policies and procedures (e.g. equal opportunities and health and safety).
- Ensuring high standards of behaviour and dress are maintained.

Additional Duties

You may be required to carry out additional duties, as the Headteacher may reasonably request, which are commensurate with the post.