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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: HR Officer

Line Manager: School Business Manager

To be the main point of contact between the school and our external HR Advisors for all HR-related matters

**Responsibilities and Accountabilities:**

**General duties:**

* Ensure a highly effective and consistent HR service is provided to all academy colleagues, senior leaders and support staff
* Manage and oversee the recruitment, selection and induction processes
* Provide effective HR advice and guidance to all staff across the trust
* Conduct casework as required including conducting informal investigations
* Effectively apply and review HR policies and procedures
* Maintain a strong awareness of all employees and individual needs
* Contribute to and uphold the academy’s vision and ethos
* Treat everyone within the academy with respect and listen to concerns raised by staff members
* Be familiar with the academy’s policies and procedures
* Demonstrate a commitment to CPD and training
* Ensure equal opportunities for all and respect everyone regardless of their background
* Lead on recruitment

**Organisation:**

* Maintain accurate HR information systems and ensure they are held in compliance with the UK GDPR
* Maintain and provide an efficient service in recruitment and selection, including completing pre-employment checks, maintaining a pre-employment checklist for all new employees, writing job advertisements, updating job descriptions, arranging interviews and providing support on interview days as required
* Ensure all recruitment and selection paperwork is managed in line with the UK GDPR
* Ensure filing, photocopying and scanning is carried out in accordance with UK GDPR and retention requirements
* Maintain confidentiality with respect to all data held and processed
* Facilitate and implement training programmes for staff development
* Monitor and analyse workforce statistics and report these to the SLT
* Manage HR documents, e.g. staff contracts, ensuring that they are kept up to date and confidentiality is maintained
* Support any organisational change, e.g. expansion or restructuring

**Health and safety:**

* Complete workstation risk assessments for any employee within the academy as required and provide advice and recommendations
* Ensure any health and safety concerns raised by staff members are acted on as soon as possible
* Ensure reasonable adjustments are in place for staff members who need them to safely carry out their role and move around the premises
* Be the main point of contact for staff members who have concerns about the safety of their working environment

**Communication:**

* Ensure all staff members have your contact details and know how to approach you should they wish to raise any HR-related concerns
* Liaise with the SLT to ensure all relevant individuals are kept informed of any ongoing HR disputes, concerns or developments
* Communicate with external HR providers and services where necessary and ensure the service provided offers good value for money

**Additional duties:**

* Carry out other duties commensurate with the grade of this post as directed by the Principal
* Provide administrative support as required

**Personal Qualities:**

* Reliable and conscientious with high expectations in line with the school
* Demonstrate great communication skills with all within the school community
* Neat appearance in line with the school policy
* Ability to work as part of a successful team and work effectively under pressure
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| **Essential** | **Desirable** |
| Educated to A-level standard or equivalent | Bachelor’s degree |
| GCSE grades of C or higher in English and mathematics or equivalent | Experience of working within an education setting. |
| Experience of managing HR-related issues. | Understanding of local government terms and guidance. |
| Skilled at using Microsoft Office packages including Word, Excel, Outlook and PowerPoint |  |
| Experience of supporting the recruitment, selection and induction process. |  |
| Strong knowledge of safer working practices. |  |
| Knowledge of UK GDPR. |  |
| Understanding of relevant guidance and legislation, including that which concerns the safeguarding of children. |  |
| Strong knowledge of HR policies. |  |
| Strong knowledge of employment law and employee relations. |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………. Dated: …………………………………………………………….