

## **Human Resources & Recruitment Officer**

### **Job Description**

#### **General Purpose of Job:**

The Human Resources Officer will act as the first point of contact and provide general HR administration support, as required by St Dominic's School and Orchard Hill College Academy Trust (OHCAT).

#### **Functional Links**

The Human Resources Officer will liaise with the Human Resources Team, Payroll, MIS, Finance and Occupational Health as well as School and affiliate staff, Directors, Governors, parents, carers, professionals, volunteers, the public and visitors on a regular basis and will be required to maintain the high standards of the school and OHCAT.

#### **Reporting Relationships**

The Human Resources Officer will report to the school's Office Manager and will liaise with the Principal, Senior Leadership Team (SLT), staff and the HR Business Partner. The Office Manager will supervise the post holder, providing support with duties and monitoring attendance.

#### **Duties and Responsibilities:**

To provide first line generalist HR support to St Dominic's School within the Orchard Hill College Academy Trust (OHCAT) and to affiliates, supporting all areas flexibly as required. Areas of support to include:

#### **Clearances**

Ensure St Dominic's School has completed all pre-employment checks prior to commencement of employment in accordance with the OHC&AT Safer Recruitment Policy with regard to references, DBS, Right to work, Qualifications, Medical checks and overseas police checks, etc.

Check all new starters and renewals DBS documents and update the SCR of checks within the school and raise any concerns with appropriate senior management.

Work collaboratively with the central HR Team in Business Services to ensure all Right to Work compliance checks have been completed prior to commencement of employment, using the Access screening database as required.

Liaise with central HR Team in Business Services in relation to Tier 2 and visa applications.

Ensure that any actions arising from Occupational Health Service reports on new starters have been highlighted with the appropriate line manager within St Dominic's School and actioned.

Liaise with the Office Manager, Principal / HR Business Partner to ensure any anomalies in the pre-employment check process are highlighted and managed appropriately.

Liaise with recruitment agencies to ensure they comply with the above checks for all temporary workers, ensuring that the compliance certificates are received for all agency workers and the SCR is updated.

## **Payroll**

Complete on behalf of St Dominic's School all Staff Notification Forms (SNF) for starters, leavers and amendments to payroll, ensuring they are accurate, signed and submitted within the payroll deadline.

Work with the OHC&AT HR team to resolve errors and implement corrective action where required to ensure the appropriate authorisation has been obtained, employee payments are processed accurately and database integrity is maintained.

Advise employees and managers on pay issues in conjunction with the Payroll Department.

Check timesheet claims from Agencies for accuracy and compliance with policies and regulations. Ensure payroll instructions are processed within given deadlines.

Support the Principal & Office Manager with the annual pay reviews for Support and Teaching staff, ensuring the pay award spreadsheet is checked and accurate and submitted to OHC&AT HR by the deadline. Ensure the distribution and filing of pay award letters.

Complete an annual audit on holiday entitlements to ensure that length of service awards are notified to OHCAT HR.

### **Recruitment**

Liaise with the finance team to ensure that any recruitment requests have budgetary approval prior to commencing any recruitment activity

Provide support in drafting and formulating adverts, ensuring the salary and terms offered are correct. Place adverts on the relevant job boards as required. Ensure authorisation has been obtained to go outside of standard processes.

Organise and support recruitment activity, co-coordinating recruitment campaigns supporting interviews.

Liaise with recruitment agencies for the procurement of supply staff as required and directed by the Principal, SLT and/or Office Manager.

Under the direction of the Principal/SLT/Office Manager, support St Dominic's School in relation to their own specialist recruitment campaigns.

Undertake the administrative duties associated with recruitment, including draft adverts, interview invite letters, references, and conditional offers through to post offer employment documentation and filing.

Liaise with recruitment agencies to ensure the smooth transition from agency worker to employee.

Liaise with the Principal and SLT to place volunteers, including DBS where needed.

### **HR Administration**

Work accurately and efficiently, both as part of a team or unsupervised, prioritising own work and meeting deadlines for Payroll and Recruitment.

Under the direction of the Principal/HR Business Partner, assist with note taking and document preparation for Disciplinary, Grievance and other HR investigations, hearings and meetings.

Preparation of standard letters for offers of employment, leavers, flexible working, payroll queries, etc.

Support the administration of staff Flexible Working Requests, liaising with staff and managers proactively to ensure agreed working arrangement is set up correctly on SelectHR, and new salary & working details are communicated to staff effectively.

Ensure that contracts of employment from OHC&AT HR are accurate and issued in a timely manner. Ensure that all contracts are signed, returned, and filed on the employee's personnel file.

Using templates from OHC&AT HR, be responsible for writing letters relating to changes to employment terms and conditions letters.

Maintain accurate and up-to-date HR records.

With the support of OHC&AT HR, support the administration of Maternity and Paternity Leave requests.

Under the direction of the Office Manager, maintain the Single Central Records for agency workers and undertake training to enable safer recruitment of staff.

Participate in Single Central Register audits with OHCAT HR ensuring the completion of any actions identified.

Support the implementation of policies and procedures governing terms and conditions, including calculating annual leave entitlements, maternity, absence for staff etc, ensuring that consistency is maintained across the School.

### **Absence Management**

Be responsible for recording daily staff absence entering onto the OHCAT HR 'Select HR' database.

Monitor levels of staff dependency leave within policy guidelines.

Advise staff whether leave of absence is authorised and paid/unpaid and completing monthly payroll adjustment returns accordingly.

Under the direction of the School Office Manager, to complete return to work interviews and advise line managers where any adjustments or risk assessments are required.

Collate and update 'Select HR' system with return to work documentation.

Under the direction of the SLT and HR Business Partner, track Stage 1 absence review meetings in accordance with OHC& AT Managing Sickness Absence Policy and Procedure. To ensure that associated administration with the process is completed. Attend Stage 1 Absence reviews to take minutes and ensure that actions arising are followed up.

### **HR System**

As required, ensure accurate and timely inputting of data onto the HR system, maintain accurate records using ICT systems as required.

Supporting the production of standard management reports to assist managers at the School SLT in decision making.

### **Additional responsibilities**

Liaise with line managers to ensure probation meetings are scheduled and relevant documentation is prepared for all Teaching Assistant posts.

Be responsible for the smooth running of the school's induction, ensuring that new starters are informed of arrangements and the associated paperwork is completed

Ensure that training records from staff Inset days are recorded on Select HR

### **General duties**

Provide and promote HR service excellence and foster effective teamwork and business relationships.

Communicate sensitively with a wide range of people, including colleagues, external contacts and the public.

Maintain information in a confidential manner, following data protection regulations and ensuring the HR operational team and personnel files and recruitment records are GDPR compliant.

Maintain and apply an up to date knowledge of terms and conditions of employment.

Support all aspects of Child Protection and Safeguarding of Vulnerable Adults;

Promote the Equality and Diversity policy in all areas of work;

Support Health, Safety and Wellbeing within the workplace.



Undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.

Carry out all duties in accordance with School, OHC&AT and affiliate policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

Carry out other such similar duties that may be reasonably required by the Principal, Office Manager, Director of HR, Head of HR and Senior HR Business Partner.

## **Human Resources & Recruitment Officer**

### **Person Specification**

#### **Qualifications/Experience**

1. Successful experience of working within Human Resources or an office environment providing customer services.
2. Awareness of issues relating to people with learning difficulties and willingness to work alongside students who may communicate through challenging behaviour.
3. Experience of maintaining both manual and computerised records.
4. To possess or be willing to work towards CIPD level 3 qualification, or equivalent

#### **Abilities, Skills & Knowledge**

5. Excellent organisational skills in order to manage work to meet conflicting deadlines.
6. Highly numerate to ensure accuracy of payroll calculations, calculating holiday, maternity, term time only working, for example.
7. Excellent communicator, in order to respond to queries over the phone, in person and in writing. Proven ability as a written communicator.
8. Excellent ICT skills, including the use of Word and Excel to generate reports, presentations, correspondence and statistical information.
9. Ability to use a human resource information system (database).
10. Knowledge of employment law and current good practice in HR is desirable. This may be gained after employment.
11. Knowledge of either Local Government or School/Academy conditions of employment is desirable. This may be gained after employment.
12. Knowledge of good practice relating to Child Protection and Safeguarding of Vulnerable Adults, including Safer Recruitment is desirable. This may be gained after employment).



13. Commitment to the promotion of Equality and Diversity.

**General requirements**

14. Willingness to travel to other sites across all OHC&AT locations on an ad-hoc basis.