

HENDON SCHOOL



JOB DESCRIPTION

Post:	HR and Recruitment Officer
Reporting to:	HR Partner
Grade:	SCP 18 - 21
Contract:	36 hours per week, 52 weeks per year; Full Time Contract

CORE PURPOSE OF ROLE:

To work as a member of the HR team, playing a vital role overseeing the School's recruitment and selection process. This includes supporting with the provision of efficient and effective HR administrative services supporting all aspects of the employee lifecycle.

Key Responsibilities:

Recruitment and Selection

- Co-ordinate the full recruitment processes across the academy, including; vacancy request approvals, candidate screening, interview scheduling/preparation and hiring outcome processes.
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment and safeguarding checks and induction details.
- Work with hiring manager to create suitable job description and adverts for distributing internally and externally
- Advertise roles and monitor applications
- In conjunction with the Cover Coordinator, work closely with external agencies in order to fulfil recruitment needs.
- To actively be looking at new approaches to reach new potential applicants.
- To participate in the selection and/or appointment of staff, as appropriate.
- To work closely with the School's Professional Tutor regarding student placements and ensuring relevant safeguarding checks are in place.
- To liaise with SLT in the design and updating of staff job descriptions and be responsible for maintaining an up-to-date database of all job descriptions.
- Keeping the Recruitment and Onboarding Trackers up to date with all pertinent information;
- To update the Single Central Register (SCR) with all new starters information in accordance with the Keeping Children Safe in Education Regulations and Ofsted
- Update the in-house HR systems with details of new starter, contractual changes, leavers etc.
- Management of the in house vacancies email inbox

HR Systems, Data and People Management

- Support with the day to day HR service provision, working collaboratively with the School's HR Partner
- To support with the management of the HR Information System and payroll information to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise

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- Support the HR Partner with the statutory annual School Workforce Census return
- Provide first point of contact support on all Hendon School HR policies, processes and system queries
- Support with the production of a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome letters
- Support with the monitoring and processing of fixed term contracts, staff changes, and staff leaving documentation and arrange exit interviews
- Support managers in robustly managing and supporting employees in line with Hendon Policies, including liaising Occupational Health, Trade Unions and other outside agencies.
- Support managers with holding conversations with staff on a range of HR matters in accordance with HR policies.
- Co-ordinate the staff induction process and ensure the probation process is managed effectively

Absence Management

- Support with the monitoring of all absence and provision of management reports to the Headteacher and/or SLT.
- To support the HR Partner to initiate and oversee the Attendance Management procedure when necessary.
- To support with ensuring that all absence records (sickness, annual leave, compassionate, dependent etc.) are accurately maintained and regularly updated on the School's HR Information Management Systems (HRMIS).

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Hendon School GDPR rules and procedures
- Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To work alongside the HR Partner to develop and improve internal practices where needed.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher and line manager.

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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

I acknowledge that I have seen, understood and received a copy of the job description.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE: