



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**HR Officer**

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## Job advertisement

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### HR Officer

Grade -Scale S01/2

36 hours per week,

Term time plus 4 weeks

Salary Range £29,424 + pro rata

We require an outstanding and driven individual to provide high quality HR support in this excellent and creative school which has 1600 students, over 200 staff and a £12 million turnover.

#### The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award winning building and a growing sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

#### The post:

School days are busy and the position requires excellent, all round, administrative skills including attention to detail and forward planning. The postholder will be required to manage end to end recruitment, payroll queries and staff changes, as well as ensuring that the staff and school are compliant against standards across a range of areas. The postholder will have to manage a varied workload, be adept at sourcing information and providing advice whilst retaining complete confidentiality and discretion. This post will provide an excellent opportunity for an individual to deliver services and gain experience across the full range of HR functions.

#### We require:

- A candidate who has at least a CIPD Foundation level 5 qualification and HR experience obtained in a school
- A dynamic individual who can multitask across the full range of HR areas in a time pressured environment
- Schools are busy workplaces and so the postholder must be willing to work around teaching commitments of staff to deliver excellent HR support to staff
- Supporting and advising managers in applying School policy and procedure will mean that the postholder will be confident in working with professional staff at all levels of seniority
- The postholder will be responsible for maintaining the School's HR policy and job description libraries and so will need to have a systematic approach to their work.

This opportunity will excite those who believe that all can excel and that everyone deserves the best.

#### Contacting us

If you feel you can make a positive contribution to our school, please apply online via our website, [www.stokenewington.co.uk](http://www.stokenewington.co.uk). I look forward to reading your application. Please do contact us for a visit in advance of applying or in advance of the interviews. Please email complete applications to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) or call on 020 7241 9600 for further information

The closing date for receipt of applications is 26/09/17 at 9am. Interviews will take place in late September.

*We are an equal opportunities employer committed to ensuring diversity in our workforce.*

*As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

### Job details

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Job title:	HR Officer
Directorate:	Stoke Newington School
Reporting to:	Director of Finance and Resources
Grade:	SO1/2

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### Job description

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Purpose of the post: • To provide high quality HR support to Stoke Newington School

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Main duties and responsibilities:

- 1) **Generalist HR and Recruitment Co-ordination**
    - a) Provide HR advice and guidance to staff as required. To lead on the administrative elements of recruitment to vacant posts. This will include preparation of job descriptions, advertisements, setting up of recruitment panels, collection of references and DBS information and ensuring all information is recorded on SIMS/SCR.
    - b) To administer the new staff absence module on SIMS and to generate standard and bespoke reports as required. To document the processes required to effectively use the new module.
    - c) To support the Director of Resources and PA to the Headteacher in the recruitment process and other HR matters, including sickness absence monitoring and maintenance of the Personnel database.
    - d) To act as lead contact for payroll and dealing with any staff payroll queries
    - e) To develop and maintain systems for tracking individuals through the recruitment process.
    - f) To map out, document and implement the processes involved in **end to end recruitment**, clearly identifying lead responsibilities for each step, ensuring that links with payroll and finance are clearly identified.
    - g) To maintain all job descriptions together in a single folder, identify where there are missing JDs and update JDs as required.
  - 2) **SIMS Management**
    - a) To regularly review all staff records held on SIMS for accuracy and completeness and update as required.
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- b) To develop and implement a routine process for an annual update of all staff information and capture of information for new starters
  - c) To develop a system for documenting on SIMS all staff training and how this could be maintained
  - d) To develop a system for routinely recording and uploading all appraisals, performance management documents onto secure areas of SIMS.
  - e) To develop a system for producing and maintaining regular staff lists including email distribution lists, phone lists and staff lists for the website.

### **3) DBS and Central Staff Record**

- a) To ensure that all information held in the Single Central Record is accurate and that it matches information held in SIMS
- b) To develop and implement system that on a routine basis ensures updates to either SIMS or the CSR system are reflected in the other system
- c) To develop and implement a system that routinely flags expiring DBS certificates and process for (i) reminding staff to renew and (ii) informing school of new certificate and renewal date and (iii) following up on any non-renewals.

### **4) Policy Co-ordination**

- a) To establish a common format for school policies (including naming and numbering conventions and formatting of documents) and ensuring that all policies are standardised into this format.
- b) To develop and maintain a policy review cycle.
- c) To establish and maintain a record of existing policies within the school, making them available to staff and Governors in both paper and electronic formats.
- d) To ensure new policies are included in beginning of term papers and/or school handbook revisions.
- e) To establish procedures for implementation of new projects and communication of new and amended policies to staff, including supporting staff training sessions.
- f) To investigate and identify model policies as required.
- g) To keep abreast of developments within education that may require new policies or policy amendments.
- h) To monitor policy implementation across the school, collating and analysing information as required.
- i) To prepare policy information for the consideration of Governors and the Leadership Team.

### **5) Administration**

- a) Complete and submit complex forms, returns etc., including those to outside agencies e.g. DFES.
  - b) Manage manual and computerised record/information systems
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- c) Analyse and evaluate data/information and produce reports/information data as required.
  - d) Undertake typing and word processing and complex IT based tasks.

#### **6) Learning and Development**

- a) Support the Administration of staff development.
- b) Assist with the school annual appraisal cycle.
- c) Administer training agreements.

#### **7) Advice and Guidance**

- a) Provide day to day advice to Line Managers and Employees on general HR related queries, requests and School Policies and Procedures, escalating more complex issues to the Director of Finance and Resources.
- b) Assist in formal meetings, such as employee disciplinarians and grievances undertaking such tasks as may be required by the Head Teacher and/or Director of Finance and Resources, for example note taking.

#### **8) Responsibilities and HR development**

- a) Support the Director of Finance and Resources other Senior Managers in leading on HR matters in the school.
  - b) Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - c) Be aware of and support difference and ensure equal opportunities for all.
  - d) Contribute to the overall ethos/work/aims of the school.
  - e) Establish constructive relationship and communicate with other agencies/professionals.
  - f) Attend and participate in regular meetings.
  - g) Participate in training and other learning activities and performance development as required.
  - h) Recognise own strengths and areas of expertise and use these to advise and support others.
  - i) To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
  - j) This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the
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post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Strong commitment to furthering equalities in both service delivery and employment practice.
  - The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	HR Administrator and Policy Coordinator
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### Person Specification

	Essential	Desirable
<b>Qualifications</b>	✓	✓
1. 5 A*-C GCSEs incl Maths and English	✓	
2. HR qualification – CIPD Foundation level 3 CIPD – Intermediate level 5	✓	✓
<b>Experience</b>		
3. Experience of using SIMS	✓	
4. Experience of development, management and operation of administrative systems	✓	
5. Full working knowledge of relevant HR policies/codes of practice and awareness of relevant legislation	✓	
<b>Skills</b>		
6. Very good numeracy skills	✓	
7. Project management skills	✓	
8. Effective use of ICT and other specialist equipment/resources	✓	
9. Ability to relate well to children and adults	✓	
10. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓	
11. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
12. Display commitment to the protection and safeguarding of children and young people	✓	