

HR OFFICER JOB DESCRIPTION

Job Title:	HR Officer
Line Manager:	HR Manager

Purpose of Job

- The jobholder will be mainly responsible for delivering an efficient and compliant recruitment and HR service across the school. The role carries out a range of HR related activities including HR administration and documentation, recruitment, HR systems and procedures, training and advice.

Duties and Responsibilities

1. General HR administration-20%
 - Updating and maintaining employee records in several systems/database.
 - Compile and produce timely management/statistical data and information as required.
 - Contractual administration and monitor probationary periods for new appointments and send out relevant paperwork to managers and staff.
 - Assist in ensuring of the effective communication and implementation of Performance Management system.
 - Cooperate with other department and provide HR data support or advice on government missions.
2. Recruitment-30%
 - Manage the recruitment inbox/portal for non-academic positions – responding to all speculative applications and agencies as appropriate and passing CV's on for further consideration.
 - Assist the hiring manager in the production of job descriptions and identifying key competencies for each role.
 - Liaise with agencies and organise the advertising of roles internally and externally as appropriate.
 - Screen CVs and complete first stage interviews for professional and support staff as required.
 - Conduct relevant employment checks on all locally hired employees and prepare job offers to the successful candidates.
3. Training & Development-20%
 - Assist line manager with advice on appropriate training and capacity building of personnel.
 - Coordinate school training and development programmes and liaise with external training bodies as required. This includes providing support in relation to Health and Safety training records for employees.
 - Undertake evaluation of all non-academic training programmes.
 - Keep a record of all training activities and the costs for the review by the Head of HR.
 - Provide support in the induction programme for new employees.
4. Employee Communications-20%
 - Conduct on-boarding and off-boarding process for locally employees and prepare relevant documentation.
 - Have a good understanding of HR law in particularly relating to contracts, terms and conditions, discrimination, dismissal processes, grievances, etc.
 - Assist the line manager in communication with all staff as appropriate, on human resources matters that affect them.
 - Respond to queries and requests for information on HR policies, working conditions, performance management systems etc.
5. Other-10%
 - Cover for the team member as required.
 - Provide other support assigned by line manager.

Requirements

Harrow Schools are committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Minimum Academic Degree required

- Qualified to degree level in a relevant subject.

Professional skill and knowledge required**Mandatory**

- Work effectively with a diverse range of people
- Excellent inter-personal skills and a good understanding of human relationships.
- Understanding and practical knowledge of employment law and employer best practice.
- Ability to work with confidential information.

Desired but not mandatory

- Middle level qualification(s) in Human Resources

Experience

- At least 3 years successful experience in a comparable role.
- Demonstrated experience in applying human resources management protocols.

Desired but not mandatory

- Experience of working in a school environment.

Experience of working with Safeguarding protocols would be an advantage.

IT Skills

- Microsoft Office and knowledge of relevant softwares.
- A knowledge of modern technology and social media
- Experience of HRIS is preferable.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.