### Job Description

**POST:** HR Officer

**LOCATION:** Middlesbrough & Hartlepool

**LINE MANAGER:** HR Manager

**JOB PURPOSE:**

To support the HR team to ensure the effective development and delivery of HR services within the School.

**Main Duties & Responsibilities:**

(This is a general indication of the type of duties to be undertaken and is not a definitive list)

* To act as a first point of call for staff and visitors for HR, providing information and making appointments in response to requests;
* To maintain the HR inbox on a daily basis;
* To maintain strict confidentiality of information relating to staff at all times;
* Meet with new employees to ensure the appropriate ID and paperwork is obtained;
* To send off DBS forms for new staff and for staff that need rechecking, maintaining appropriate HR records;
* To complete all relevant new starter checks;
* To send off reference requests for new staff, maintaining appropriate HR records;
* To manage the recording and maintenance of the Schools performance management process, including sending reminders to staff;
* To manage the coordination of staff probationary periods and recording as appropriate;
* To produce holiday cards, record and manage the holiday process, including emailing relevant information to staff;
* Log staff development requests and budgetary expenditures;
* To maintain an effective filing system for HR projects and staff development records;
* To maintain and keep staff personnel files up to date and tracking documents that are needed;
* Ensure all filing for the HR department is up to date;
* To provide administrative assistance to the HR team in the production of standard letters, photocopying, preparation of vacancy packs, dealing with incoming mail, etc.;
* To create and maintain reports, spreadsheets and correspondence using a variety of computer packages including Word, Excel, Outlook and PowerPoint;
* Input & maintenance of Electronic Staff Records system(s);
* Answer and advise on general enquiries;
* Assist with preparation for training courses;
* Maintain the HR departments database (Sage), recording all absence management and personal information for staff;
* Support employees and line managers on School employment policies and procedures, terms & conditions etc;
* Plan and implement the recruitment of employees to meet business requirements and advise [managers](https://www.totaljobs.com/careers-advice/job-profile/HR-jobs/training-and-development-manager-job-description) on recruitment and selection strategies from Scale 6 and below;

* Taking notes/acting as a witness at investigatory/disciplinary meetings;
* Coordinating the appointment process for successful applicants;
* Support the HR team by providing a generalist HR service to management and employees by advising on and assisting in all employment matters including recruitment, induction, remuneration, performance management, discipline, disputes, grievance handling and staff development;
* Coordinate all aspects of absence management. This will include monitoring notifications of all staff absence, through to conducting ‘sick reviews’ with staff who are absent and home visits;
* Support the HR team on staff development providing support with the co-ordination of the training and development of all staff. This will include identifying and addressing School wide staff development needs and ensuring membership of the appropriate professional bodies is maintained;
* Support the HR team in organising, planning, undertaking and overseeing School training courses;
* Assist the HR Manager with the development of the centralised HR database, ensuring appropriate data is collected and stored so relevant statistics and reports can be produced to track relevant performance e.g. absence, equality and diversity, staff development activity, etc;
* Maintain and update manual and computerised files for each employee, to be responsible for the accuracy of data held, and to maintain effective filing systems for general personnel documentation;
* Deal with general HR administrative duties including dealing with incoming mail, dealing with telephone calls and face to face enquiries, issuing holiday cards and responding to requests for information from external bodies.

**Payroll – To support the Payroll & Pension Specialist with:**

* Check pay for audit purposes, and maintain appropriate pay and HR records;
* Check the pay inbox and respond to queries or pass to the relevant person;
* Update relevant payroll, pension and HR databases and systems;
* Support the Payroll and Pensions Specialist / HR Advisor in processing expense claims, overtime, sickness, holiday payments and ad hoc payments;
* All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the HR Manager, the Vice Principal (People Services) or the Principal.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

##### Person Specification - HR Officer

| Specification, whether essential or desirable, and where the specification will be tested | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Qualifications |  |  |
| Five GCSEs grades C or above (or equivalent) including English and Maths | ✓ |  |
| Human Resources qualification or related subject, or some HR working experience  | ✓ |  |
| CIPD qualification (or willing to work towards) |  | ✓ |
| Computer Literacy qualification, preferably in relation to the use of databases, spreadsheets and word processing |  | ✓ |
| Experience / Knowledge |  |  |
| Experience of working with children |  | ✓ |
| An understanding of safeguarding principles, policies, and practices, including the Prevent duty |  | ✓ |
| Knowledge of basic employment law and good practice principles |  | ✓ |
| Fully conversant with Microsoft Word and Excel programmes | ✓ |  |
| Previous experience in an administration role, using spreadsheets and/or databases | ✓ |  |
| Experience of using an extensive database for the input of information and extraction of data | ✓ |  |
| Experience of working with confidential and sensitive data | ✓ |  |
| Experience of working with people in a sensitive way in potentially difficult or emotional circumstances | ✓ |  |
| **Preferred Skills / Abilities** |  |  |
| Access to transport for work purposes | ✓ |  |
| Ability to maintain confidentiality of information | ✓ |  |
| Excellent prioritisation and organisational skills – able to work to deadlines, and ensure full tracking of data | ✓ |  |
| Proven numeracy skills  | ✓ |  |
| Ability to communicate effectively at all levels with School staff and external bodies | ✓ |  |
| Excellent verbal and written communication skills – able to write clear letters and documents | ✓ |  |
| Ability to work unsupervised and on own initiative | ✓ |  |
| Able to work with accuracy and speed  | ✓ |  |
| Pleasant and approachable manner | ✓ |  |
| Committed to regular updating of knowledge & skills | ✓ |  |
| Ability to deliver hours flexibly according to need |  | ✓ |