



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for the post of HR Officer

at

Shrewsbury House School Trust

Shrewsbury House School Trust is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Human Resources Officer

Primary Purpose: This role is responsible for advising the Trust on the recruitment of new staff and the retention of existing employees, providing generalist HR advice and support, including employee relations and delivering a range of learning and development activities to line managers.

Reporting to: Head of Trust Human Resources

Key Tasks and Responsibilities:

EMPLOYEE RELATIONS

- Provide high quality professional advice and support to managers and staff for all HR related matters;
- To proactively work with Trust leaders and managers to improve capability and performance across the organisation;
- To track and manage staff absence, including management of the administrative support for absent staff. To provide good absence management control, including return to work interviews and occupational health assessments;
- To support the Senior Leadership Teams and/or Governing Body, in managing staff behaviour both informally and formally in line with the Disciplinary & Dismissal Procedure, Capability Procedure, and Grievance Procedure. To facilitate investigations as appropriate;
- To deliver great candidate experiences and promote Equality, Diversity and Inclusion in all recruitment, learning and development activities.

TRAINING AND DEVELOPMENT

- To assist the staff with the performance management and development process;
- Providing advice for work reviews and change processes;
- Training managers on candidate interview evaluation techniques;
- To provide training and guidance to managers for employee relations and change management;
- Able to create and deliver effective and engaging learning experiences, both in person and virtually;
- Leading on the induction process for new staff joining the Trust.

STAFF MANAGEMENT

- Work effectively with the HR Admin Assistant, ensuring all HR processes are completed and co-ordinated and ensure associated tracking systems are up to date at all times (recruitment, e-learning, absence, maternity, disciplinary, grievance, payroll) including filing.

RECRUITMENT

- Provide the Head of Trust HR, EH and DFO with administrative support relating to recruitment and selection of candidates joining the Trust, ensuring compliance with the Safer Recruitment Policy, including liaison with enquirers and applicants;
- Maintain a fully compliant SCR;
- Monitoring key recruitment metrics such as turnover and retention rates.

ADMINISTRATION

- Monitoring, reviewing and updating all HR policies to ensure they are in line with current legislation.
- Manage the implementation and monitoring of HR processes including recruitment and selection, employment contracts and variations, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests and the evaluation of training, providing appropriate support and coaching to all management to ensure full compliance with policies and procedures.

EMPLOYMENT LAW

- Keep up to date on all aspects of employment legislation.

Shrewsbury House School Trust Standards

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equality, diversity and inclusion and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare and wellbeing of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by the DFO / EH.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the DFO to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Signed: _____
Line Manager

Date: _____

PERSON SPECIFICATION

We are looking for the following skills and experience:

	Essential	Ideal
Education	GCSE English & Maths or equivalent.	Graduate.
Qualifications	Level 5 CIPD qualified (either in People Management or L and D).	Safer Recruitment Qualified.
Experience	Excellent administration skills. 2 years or more HR experience following Level 5 CIPD qualification (either in People Management or L and D)	Experience working within a school HR environment. Recruitment and interviewing experience. Experience of database management.
Personal Attributes:		
Motivation	Proactive approach. Takes responsibility and ownership for issues and problems.	Identifies and confronts obstacles to personal and team performance.
Drive	Is energetic and enthusiastic. Flexible in approach - can adapt personal style and behaviour as appropriate.	
Intellect	Quick to grasp and understand issues and suggests solutions to work-related issues and situations.	
Credibility & Communication	Has positive personal impact with colleagues and other stakeholders and presents professional image for the school. Can communicate clearly and very accurately both orally and in writing.	
Resilience	Prioritises conflicting demands. Ability to work speedily, accurately and well under pressure.	Can balance normal workflow and demands without disruption to team members.
Business Attributes:		
Technical	Builds trust through delivery of good quality, timely work. Computer literate including Google and Microsoft Office Applications.	Encourages teamwork in others.
Teamwork	Takes effective control of tasks and their resourcing.	
Organisation	Manages own time and completes multiple tasks/ assignments with potentially competing deadlines.	