



## Job Description

<b>Job Title</b>	HR Officer
<b>Department</b>	City of London School
<b>Grade</b>	C
<b>Location</b>	CLS – City of London
<b>Responsible to</b>	HR Manager

### Purpose of Post

- To ensure the schools compliance with the requirements of the Independent Schools Inspectorate; specifically, in relation to the Single Central Register; the requirements of the Department of Education, the Disclosure and Barring Service, the Safeguarding and Immigration Act 2014, KCSiE and other relevant regulations/legislation as may be introduced.
- To oversee the clearance processes for regulated activity within the school, including advising hiring managers at recruitment stage what checks will be required. Ensure appropriate checks are carried out and are recorded in the Single Central Register.
- To support the HR Manager in providing a comprehensive and effective HR Service to CLS ensuring matters are dealt with appropriately and in accordance with City of London practices and procedures.
- To be responsible for the effective and timely administration of HR procedures, acting as first point of contact and advising as appropriate. To supervise the HR Administrator and HR temp staff as required.

### Main Duties & Responsibilities

#### Safeguarding and regulatory compliance

1. In relation to safeguarding and statutory compliance, and in general:
  - To ensure that the school is at all times in full compliance with DfE requirements regarding the maintenance, accuracy and currency of the Single Central Register to ensure that the school does not fail on this key element of inspection
  - Undertake self-assessment of the recruitment and employment practice policies and processes and make recommendations for any actions to address areas of concern



- Support HR Manager in training and briefings to colleagues (both teaching and non-teaching staff) on legislation requirements, changes and processes to follow.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Hackney and City of London Safeguarding Children's Board and the School's Safeguarding Policy.

## **Human Resources**

1. To maintain systems and processes which monitor the school's compliance with Corporate and School's policies and procedures in relation to its employment and vetting of teaching and non-teaching staff. This will include monitoring both systems and records and liaising with staff, the HR Manager, other HR colleagues and outside agencies including supply agencies, contractors, to ensure their vetting processes comply with legislation requirements and other partners as necessary.
2. Providing advice and guidance on HR matters to members of the School community.
3. To be the local 'expert' in relation to providing the school's recruitment and selection of all staff at the school in accordance with the Corporate Recruitment and Selection Policy and to be specifically responsible for Pre-Employment screening and advising on safe recruitment practice, reviewing applications and references in relation to safeguarding and identifying any potential areas of concern to recruiting managers and the Deputy Head Teacher responsible for safeguarding.
4. To work with the HR Manager on the recruitment processes for non-academic staff, liaising with the Central Recruitment Unit on arranging placement of advertisements and preparation of application packs and contracts. Arranging interviews and ensuring the smooth running of interview days and dealing with queries from candidates.
5. To assist the Head's Office with the recruitment processes for academic staff, placing advertising and taking up references
6. To be responsible for all administrative duties within the HR section including the day to day management of the HR administrator and HR temp staff as required.
7. To administer DBS records for all staff and volunteers, reminding staff that checks are due, carrying out Update Service checks as appropriate and checking and verifying supporting documents and maintaining the Single Central Record.
8. To input/maintain all employee data on to the City People system (e.g. sickness details, DBS information, appraisal ratings) and to the paper-based files and systems, in line with data protection requirements on a timely basis. To produce and maintain all Employee School lists as required.



9. To be responsible for administering monthly, weekly and periodic payrolls, processing starters/leavers, and changes and additions to pay including changes in hours, additional payments, maternity/paternity leave, salary increments, etc., by completing relevant paperwork and updating City People and employee files as necessary, liaising with the Payroll Office and CLS Departments dealing with staff queries.
10. To be responsible for checking monthly spreadsheets received from Payroll to ensure that all amendments/changes have been made correctly. If there are any errors, to be responsible for contacting Payroll to solve them and ensuring employee is kept informed.
11. To be responsible for administering the annual paperwork for Salary Sacrifice for School Fees. Producing contracts for teaching staff and contract variation letters and associated payroll paperwork as required.
12. To provide and advice to staff and managers on probation, capability, disciplinary and grievance investigations, undertaking casework as requested by the HR Manager.
13. To be responsible for monitoring sickness absence triggers and supporting managers implement the sickness absence procedure.
14. To manage the new starters and leavers processes for all staff dealing with queries as required. This includes all permanent and casual staff.
15. To be responsible for helping managers with the recording of leave, e.g. sick leave, producing reports from City People, acting on trigger reports in conjunction with the HR Manager including supporting management at first stage sickness absence meetings.
16. To be responsible for maintaining salary spreadsheets for all staff. Preparing annual salary letters to individual teaching staff regarding hours and salary information for signature by the Head at the start of each School year and producing new TTO calculations each October for Term Time Only staff and prepare letters.
17. To assist the HR Manager with the administration of the non-academic staff Performance & Development Review system, including monitoring Training Needs Analysis for non-academic staff from appraisal documentation.
18. To maintain an up-to-date library of job descriptions and person specifications for all Non-Teaching Staff posts within the School.
19. To oversee and where required maintain the Schools internal HR intranet pages
20. To work collaboratively with colleagues in the section, department and whole organisation to deliver services effectively, efficiently and flexibly.



21. To be responsible for keeping all HR files and records up to date and secure, dealing with confidential material with integrity and tact
22. To advise all Staff on queries with City People and act as City People “Expert” within the School.
23. To ensure the HR function and service is continuously improving and developing.
24. To represent the School at HR Forum meetings.

***Other***

1. To be responsible for a Reminder system for the HR Department to ensure all deadlines are met – weekly, monthly, termly and annually.
2. To undertake any other duties as and when required by the Head, Bursar and HR Manager commensurate with grade and experience.
3. The post-holder’s responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead.
4. Actively seek to implement the City of London’s Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
5. Actively seek to implement the City of London’s Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



## Person Specification

<b>Job Title</b>	HR Officer
<b>Department</b>	CLS
<b>Grade &amp; Level</b>	C
<b>Trent Position Number</b>	61C0080/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Technical Skills / Professional Qualifications

- Knowledge and understanding (or willing to obtain following training) of regulatory requirements of an Independent School in relation to Safeguarding, Disclosure and Barring, pay and conditions and other HR statutory requirements, and ability to assess the impact these may have on School HR processes. (A, I)
- Experience of safer recruitment and Safeguarding (or willing to obtain following training) (A, I)
- A good working knowledge of management information systems preferably iTrent (A, I)
- Strong written and oral communication skills with the ability to explain detailed HR matters effectively. (A, I)
- Demonstrable high standard of numeracy in order to provide accurate payroll administration (A, I)
- A good working knowledge of the desk top systems; Windows, Microsoft Word/Excel and Outlook (A, T)
- Knowledge of current data protection and security of information.
- Full or part CIPD qualified (or willing to obtain) (A, I)
- Graduate or equivalent (A, I)



## Experience Required

- Experience of maintaining recruitment processes, ideally in a regulated environment.
- Experience of managing the Disclosure & Barring Service and Single Central Register procedures (or willing to obtain following training) (A, I)
- Experience of working in a busy environment managing conflicting demands (A, I, T)
- Experience of maintaining confidential records, and in accordance with the Data Protection Act (A, I)
- Experience of producing written correspondence (A)
- Experience of managing staff payroll including advising on payroll issues to managers and staff (A, I)

## **Recruitment – Note to Applicants**

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £28,400 - £31,980 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a permanent basis

## **Hours of Work**

Normal hours of work are 9.00 am – 5.00 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.