

PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Human Resources and Events Officer
Grade:	F
Hours:	37
Responsible to:	Human Resources Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<p><u>Internal:</u> Human Resources Manager, Human Resources Assistant, Press & Social Media Coordinator, Operations Lead, Headteacher, SLT Team, School Finance/Admin Team, Headteacher's PA, school staff, Governors, pupils.</p> <p><u>External:</u> Payroll Services, LEA representatives, Suppliers of goods and services, contractors, parents, visitors to the school.</p>

Main Purpose of Job

To provide HR and Payroll support within the Human Resources Department. To arrange cover for absence staff for known absences. To support at events including the production of certificates and working with the Press and Social Media Coordinator with the website content. To support with any administration relating to the safeguarding of pupils.

Duties and Responsibilities

1. To undertake personnel administration including completion of payroll forms, staff sickness forms, maintaining staff personnel files and maintaining computerised staff records (SIMS).
2. To assist with the completion of payroll spreadsheets on a monthly basis ensuring deadlines are met for payment.
3. To complete the necessary administration associated with staff absence, including the completion of staff absence returns on a daily basis, and to ensure our payroll provider is informed of all staff absences.
4. To ensure the distribution and completion of self-certification forms to staff on return from sickness.
5. To assist in the inputting of employee data on SIMS as requested to ensure all SIMS records are accurate and up to date.

6. Advise in the application of the sickness absence procedure for staff and advise the HR Manager as to which employees should have an evaluation meeting due to their level of sickness absence.
7. To meet with staff to discuss any HR matters.
8. To assist with the updating of policies.
9. To support the HR Manager with any Personnel and Payroll issues that may arise.
10. Assist with recruitment advertising, setting up interview panels and procedures required for recruiting new staff.
11. To understand all aspects of the Single Central Record, update and maintain the Single Central Record. Ensuring all staff information is up to date and liaising with the HR Manager with any queries.
12. To understand right to work legislation, update and maintain the right to work information. Ensuring all staff information is up to date and liaising with the HR Manager with any queries.
13. To carry out DBs checks on all staff as required by law and maintain the information on the Single Central Record.
14. To maintain the staff training log and advise the Assistant Headteacher as appropriate.
15. Assist with renewing and administering proximity cards to staff.
16. To ensure Induction Packs are kept up to date and produced for new and temporary members of staff.
17. To maintain the First Aiders list, arranging training as required for new and current staff.
18. To maintain the staff photo board, updating each term.
19. To maintain and update the performance management database for all staff.
20. To work with the Cover Administrator to organise cover for known staff absences.
21. To book classrooms to accommodate known room changes.
22. To attend events and support with the administration including the production of certificates and assisting the Press and Social Media Coordinator.
23. To support with any administration relating to the safeguarding of students.
24. To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required by the HR Officer/Business Manager and/or School Management Team.

25. To undertake photocopying and document collation as requested
26. To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
27. To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, Governors, pupils, parents and outside agencies as and when required.
28. To attend meetings and take minutes as requested.
29. To maintain at all times the utmost confidentiality with regard to all personnel issues, reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
30. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
31. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
32. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
33. The post holder is responsible for his/her own self-development on a continuous basis.
34. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2022 Prepared by: Penryn College

PERSON SPECIFICATION**Job Title:** HR Officer**Person specification prepared by:** Penryn College**Date:** July 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Good broad based personnel experience.</p> <p>Practical experience of administration within an office environment.</p>	<p>Relevant work experience within a school/ college environment.</p> <p>Experience of SIMS.</p>	Application form/ Interview.
<u>Education & Training</u>	<p>Relevant Degree or experience.</p> <p>Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English Language.</p>	<p>HR Qualification</p> <p>Payroll experience</p>	Application form.
<u>Special Knowledge & Skills</u>	<p>Excellent typing and word processing skills.</p> <p>Excellent written, organisational and communication skills.</p> <p>Knowledge of statutory employment policies and procedures</p>		Application form/ Interview.
<u>Any Additional Factors</u>	<p>Ability to maintain high standards of accuracy and have a calm methodical approach to work</p> <p>Must be well organised with the ability to work under pressure and ensure that deadlines are met</p> <p>Professional, tactful and sensitive.</p> <p>Discreet & confidential.</p> <p>Ability to prioritise.</p> <p>Able to work on own initiative and in a team.</p> <p>Comfortable with young people & children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview.