



Job Description

Job Title: HR Officer
Department: Human Resources
Responsible to: HR Manager
Last reviewed: Sept 2020

Job Outline and Purpose

Human Resources plays a central part in developing our strategy to ensure we support, advise and cater for the needs of all who work at each School. The HR Officer will have responsibility for supporting the HR Manager on projects and by overseeing the day-to-day operation of the HR function; improving, streamlining and delivering an effective HR service for Haileybury UK and our International Partnership Schools.

Haileybury UK is a community in which many colleagues work and live together, and we place great importance on quality of life and wellbeing of every member of this community. Our International Schools consist of schools in a number of diverse countries and is a developing area of our business.

Duties:

The post holder will:

Strategic

- help to implement the School's HR strategy in line with the School's objectives and development plan
- deliver employment best practices for the School
- proactively assist with filling vacant posts with high calibre candidates in line with the required skills, talent and safeguarding requirements for a role
- provide the necessary professional expertise to ensure measured and relevant advice is given
- implement in a fair and sensitive manner any legal changes required and where roles or structures may evolve in line with strategic direction
- monitor current processes and practices and to work with the HR Manager to facilitate any necessary changes to ensure effective and efficient delivery

Regulatory & Compliance

- maintain recruitment and vetting procedures ensuring the Safeguarding of pupils (including the maintenance of a single central record). This will include ensuring all adults at the relevant School, whether employees or not, have undergone sufficient checks to ensure the School complies with the letter and spirit of safeguarding legislation
- ensure that the School has HR policies that are up to date, accessible and effective
- ensure compliance with HR legislation, guidance, good practice, Independent Schools Inspectorate requirements and the School's HR policies
- issue all employment related documents including job offers, contractual documents and agreements related to benefits
- integrate HR data into the School's MIS system and ensure the most efficient use of digital technology within the department generally
- support the accurate and timely collation of monthly payroll and annual Payroll tasks
- ensure that the HR team have an up to date and working knowledge of Data Protection regulations, operating to best practice standards

Recruitment and Selection

- oversee and coordinate the end-to-end recruitment and on-boarding process, ensuring timely selection and turnaround of new starters to maintain a full complement of staff in line with budget and authorisation
- organise staff induction
- manage probationary periods and confirm staff in post as appropriate

Employee Relations

- advise and support all Line Managers and Staff with first line employment matters
- under the guidance of the HR management, manage the School's disciplinary and grievance processes, ensuring informal and formal processes are applied fairly, consistently and effectively
- use effective communication and processes so that all staff are informed and consulted with as appropriate regarding changes or requirements
- advise on employment relation issues providing the relevant direction and process required to manage a case to conclusion or seek further specialist advice, where appropriate
- respect the confidential and sensitive nature of employee issues that arise

Learning and Development

- promote and encourage Learning and Development for all Support Staff
- ensure that HR knowledge and learnings are shared and developed within the wider HR team, actively mentoring and challenging them to put these skills into practise
- advise line managers with regard to performance management processes and issues and to ensure all support staff receive an effective, annual appraisal
- conduct training sessions for line managers to ensure that the School's procedures are delivered according to our policies, consistently and fairly

Professional Development

- to stay abreast of changes in employment legislation and school specific compliance regulation (ISI / NMS) through attendance at seminars, networking groups and reading bulletins from recognised sources

Other

- any other duties as reasonably required in order to fulfil the School's aims and objectives

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification – All Essential

Experience

- Full and varied, end-to-end experience as a HR generalist
- Demonstrable experience in a HR advisory capacity and supporting HR projects
- Knowledge of current UK employment law and codes of practice
- A track record of demonstrating confidence and ability to deliver
- Experience and knowledge of driving change
- Experience of a multi-disciplined, matrix environment

Skills

- Excellent written and oral communications
- Ability to multi-task and prioritise, with an accurate eye for detail.
- Ability to relate to colleagues in all positions
- Tact, diplomacy and discretion
- A sense of empathy with an approachable demeanour
- Confident with personal resilience
- Highly articulate, confident and dynamic personality
- High level of computer literacy, particularly Outlook, Word, Excel
- Ability to use adapt to and use different HR systems
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Ability to work in a team and individually, using own initiative
- Self-motivated, proactive and flexible, with the ability to adapt to changes to work schedules
- Good numeracy and literacy skills
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- A relevant HR qualification or equivalent experience

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.