

Job Description and Person Specification

HR Officer or Advisor



Job Description and Person Specification

HR Officer / Advisor

ROLE	HR Advisor (Maternity Cover)
RESPONSIBLE TO	Grace Speakman, Executive Director
ROLE STATUS	Fixed Term – 12 Months – Term Time Only plus 2 weeks
HOURS	30 hours per week (Monday – Thursday)
SALARY	£24,324 per annum
RESPONSIBLE FOR	Operational delivery of the school's HR function, ensuring compliance with employment law and safer recruitment

Role purpose The HR Officer / Advisor is the school's operational lead for human resources. The postholder will take responsibility for day-to-day HR management, providing expert advice and support to staff and leaders, coordinating recruitment, managing employee relations, and providing assurance that HR systems and

records are legally compliant and effective. Working closely with the Senior Leadership Team, the role ensures a proactive HR service that supports the school's aims and values.

1. HR Advice, Policy and Compliance

- Lead the day-to-day operation of the school's HR arrangements and promote a strong, supportive, and professional workplace culture.
- Coordinate the review and updating of HR policies and associated procedures, ensuring changes in employment law, ACAS guidelines, and local arrangements are reflected in practice.
- Act as the principal source of HR advice, support, and expertise for staff and managers.
- Provide the Headteacher, Senior leadership Team and Directors with appropriate HR assurance, including compliance, emerging risks, themes, trends, actions, and areas requiring improvement.
- Maintain oversight of HR compliance requirements and ensure identified actions are tracked through to completion.

2. Safer Recruitment and Onboarding

- Manage the end-to-end recruitment process, from drafting job descriptions to shortlisting, interviewing, and extending offers.
- Oversee and conduct statutory pre-employment checks, ensuring strict adherence to Keeping Children Safe in Education (KCSIE) guidelines.
- Take operational responsibility for maintaining the Single Central Record (SCR), ensuring it is accurate, comprehensive, and ready for inspection.
- Plan, coordinate, and oversee comprehensive induction and onboarding for all new staff.

3. Employee Relations and Wellbeing

- Advise and support managers in handling employee relations matters, including absence management, capability, disciplinary, and grievance processes.

- Support ER meetings (e.g., return to work, investigations) as the HR representative to take notes and provide procedural advice.
- Champion staff wellbeing initiatives, acting as a point of contact for occupational health referrals, reasonable adjustments, and employee assistance programs.
- Ensure the wishes and feelings of staff are heard and considered, recognising barriers that may affect an employee's ability to communicate a concern.

4. HR Systems, Records and Payroll

- Maintain accurate, confidential, and compliant personnel files in strict accordance with GDPR and data protection requirements.
- Manage the school's HR information system (e.g., BrightHR), ensuring staff data, absences, and leave requests are accurately recorded and monitored.
- Supporting the preparation and processing monthly payroll data, including overtime, deductions, new starters, and leavers, liaising with the external payroll provider.
- Ensure HR information is shared lawfully, proportionately, and is accessible only to those who need it.

5. Performance Management, Training and Data

- Analyse HR data regularly to identify themes, trends, turnover, absence patterns, and emerging risks.
- Produce appropriate HR reports and summaries for the Headteacher and Directors, protecting individual confidentiality while providing sufficient assurance.
- Support the coordination of the school's annual appraisal and performance management cycle.
- Supporting the maintenance / oversight of the staff training matrix, identifying expired, incomplete, or missing mandatory training and ensuring gaps are followed up and reported appropriately.

Role boundaries

- The HR Officer / Advisor provides advice and administrative support; formal decision-making in complex employee relations matters (e.g., dismissal, formal warnings) supporting the Headteacher or delegated senior leaders.
- While the role oversees safer recruitment compliance and statutory checks, overall accountability for safeguarding lies with the Headteacher and the Designated Safeguarding Lead (DSL).
- The postholder is not expected to personally deliver therapeutic or clinical support to staff, but rather to identify, coordinate, refer, and oversee appropriate occupational health and wellbeing interventions.

Training and professional requirements

- Undertake and maintain continuous professional development in UK employment law and HR best practice.
- Refresh safer recruitment knowledge and skills at regular intervals and at least bi- annually.
- Maintain a strong working knowledge of current statutory guidance (including KCSIE), information-sharing requirements, and relevant data protection duties.

Person specification

Criteria	Essential	Desirable
Qualifications & training	CIPD Level 3/5 qualified (or equivalent experience); commitment to ongoing professional development.	Degree in Human Resources or related field; safer recruitment training.
Experience	Experience in generalist HR, managing employee relations cases, and end-to-end recruitment.	HR experience within an education/school setting; experience managing a Single Central Record (SCR).

Criteria	Essential	Desirable
Knowledge	Strong knowledge of UK employment law, HR practice, data protection/GDPR, and confident professional challenge.	Knowledge of KCSIE statutory guidance, teaching terms and conditions, and education sector compliance.
Skills	Sound professional judgement; data analysis; excellent written records; confident communication; organisation; competent use of HR systems.	Experience administering BrightHR and payroll data preparation.
Personal qualities	Calm under pressure; professionally curious; discreet; resilient; approachable; able to maintain boundaries and strict confidentiality.	

General The duties above describe the principal responsibilities of the HR Officer / Advisor role. The postholder may be required to undertake other reasonable HR duties commensurate with the level and purpose of the role. All duties must be carried out in accordance with school policy, statutory responsibilities, data protection requirements, and the school's commitment to promoting a safe and equitable environment.