



THE  
**MARIST**  
**SCHOOL**  
ASCOT

## **ROLE DESCRIPTOR**

### **HR OFFICER**

**Our Vision** – *This job role will play a critical part in enabling the School to achieve its vision:*

*“Excellence as a habit, not an action.*

*Excellence in who we are; Excellence in what we do; Excellence in our service of others”*

**Job Title:** HR Officer  
**Reports to:** HR Manager

### **MAIN PURPOSE**

You will be responsible for day-to-day HR administration and the provision of an efficient and effective HR service to the management and staff of the school.

### **KEY DUTIES**

- To ensure that the school meets its statutory compliance obligations,
- To ensure that the Single Central Record (SCR) is always up to date,
- Ensure compliance with ISI and KCSIE regulations in all areas,
- To support the recruitment process in relation to pre-employment checks,
- To be responsible for maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirements,
- Liaise with the HR Manager and Bursar to ensure staff health and safety obligations are met,
- To adhere to procedures to ensure the safeguarding of children (including the maintenance of SCR).

*Feet on the ground. Reaching for the stars.*

## KEY RESPONSIBILITIES

- Managing and maintaining accurate and up to date central records in accordance with statutory and audit requirements. This will include acting as an Administrator for our Personnel database (iSAMS) and the Single Central Register (SCR).
- Supporting the recruitment process in relation to the preparation of job information packs, organising the interview process and drafting offer documentation.
- Ensure compliance with ISI Regulations through the taking up of references, DBS checks, overseas checks and other documentation.
- Ensure pre-employment medical information is received prior to appointment of a new employee and submitted to Occupational Health if required.
- Undertaking generalist HR administration to support the HR Manager across the employee lifecycle from onboarding to processing leavers.
- Acting as the first point of contact for staff regarding HR related queries and providing routine advice and guidance as required.
- Once appointed, maintain effective communication with candidates throughout the onboarding process.
- Assist the HR Manager in the induction of new staff.
- To undertake responsibility for Health and Safety Administration.
- To assist in the day to day running of the HR Department by assisting staff with enquiries, whilst always maintain a high level of customer service and confidentiality.
- Ensure all confidential documents are kept in a safe place to which only specified authorised personnel will only have access.
- To liaise with stakeholders i.e., Judicium, Occupational Health, DBS and others as identified.
- Act as administrator for the Personnel Database (iSAMS), ensuring it is accurate and effective, through personally inputting data, and that which is undertaken by staff within the organisation.
- Ensure all HR process paperwork is completed and compliant with internal and external procedural requirements.
- To ensure DBS (Disclosure and Barring Service), Prohibition and ID information is correct and up to date for all staff.
- To maintain Equal Opportunities information and compile quarterly reports.
- Current Employees - Maintain current staff files accordingly. Inform employees re: DBS renewal requirements and undertake 3-year DBS renewal programme.
- Leavers/Off Boarding - To process resignations/leaver information efficiently and effectively, together with notifying others re leaver information.
- To assist with undertaking the production of strategic information i.e., recruitment, absence, leavers and joiners' statistics.
- To ensure filing and shredding of all paperwork is undertaken accurately and timely. Filing responsibilities are all Personnel File documentation, Annual Salary

Statements, Annual Declarations, Keeping Children Safe Annual and Training Declarations and Disqualification by Association Annual Declarations.

- To provide Health and Safety Administration e.g., Fire Safety training, H&S training, Accident reporting, compliance checking.
- Undertake any training considered appropriate for the role. You will need to undertake Safer Recruitment training should you be successfully appointed.
- Any other duties as may be required by the HR Manager, Bursar or Leadership team (commensurate with grade of role) from time to time in support of the overall activities and smooth running of the School.
- Attend some School events i.e., Mass, Christmas Concert, Annual Show, Prize Giving, some of which may take place in the evenings to show a HR presence.

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

**Health and Safety Responsibilities:** In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Principal & Vice-Principals, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

#### Review and amendment

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

#### Person Specification: HR Officer

Skills, aptitude, knowledge and experience	Essential	Desirable
Strong written and numerical skills	✓	
CIPD Level 3 or Level 5 qualification (or demonstrable equivalent experience)	✓	
Ability to work collaboratively as part of a team as part of the wider school environment	✓	
Experience of HR administration together with creating and supporting HR procedures	✓	
Ability to work pro-actively and autonomously	✓	
Computer literate with working knowledge of Microsoft Office packages including Word and Excel	✓	
Ability to prioritise, plan, organise and co-ordinate work	✓	
Excellent influencing skills	✓	

Ability to act proactively, autonomously and collaboratively in a small team	✓	
Experience of working with confidential, sensitive information		✓
Previous experience of working in a school setting		✓
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Clear and courteous communicator	✓	
Confidence and social skills necessary to sustain effective relationships on behalf of the School both internally and externally	✓	
Flexible and adaptable to changing demands and new challenges	✓	
Organised and methodical with the ability to multi-task across several projects	✓	
Reliable and trustworthy	✓	
Sound judgement	✓	
Discrete and diplomatic manner	✓	
Self-motivated	✓	
Good time management	✓	
Ability to work independently and as part of a team	✓	
Ability to work to tight deadlines	✓	
Empathy of educational values	✓	
A commitment to the school's ethos, aims and its whole community, and a willingness to uphold the Catholic Christian values of the school	✓	
A commitment to the highest standards of child protection	✓	
Ability to relate well to pupils, parents, teachers and governors	✓	