



# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Human Resources Advisor</b>
<b>Salary Scale</b>	<b>SO1</b>
<b>Hours</b>	<b>37 hours per week – All Year Round</b>
<b>To Whom Responsible</b>	<b>HR Manager</b>

## **Aim of the Post**

To provide Human Resources based administrative support to the school, be the first point of contact to resolve queries from staff and management relating to pay, terms and conditions etc, and liaise with Wandsworth Borough Council Payroll/Personnel Departments etc.

## **Duties Comprise:**

- Provide advice and guidance to managers in the implementation of Wandsworth Borough Council's personnel policies.
- Ensure that procedures meet and exceed the standards required by assessing bodies such as Ofsted, liP and internal audits etc.
- Update local HR systems and routines in order to keep in line with current policies and maintain best practice, ensuring that a regular review cycle of policies and procedures takes place.
- Oversee the Safeguarding and DBS procedures, to ensure safety and security of Young People is maintained, and liaising with the Safeguarding Officer, Headteacher and Registered Manager as appropriate.
- Assisting with the recruitment procedure for all staff, including placing advertisements, arranging interviews, obtaining references and ensuring DBS checks are carried out.
- Liaising with the People Development Team regarding induction training for new staff and lead Induction Sessions as appropriate.
- Overseeing the maintenance confidential staff files.
- Inputting staff details onto the SIMs system. Interrogate the system to produce information requested by Senior Managers and Governors. Complete the annual Schools Workforce Census within the statutory deadline.

- Producing contracts in accordance with Wandsworth and Bradstow School requirements using information provided.
- Ensuring that deadline dates, contract end dates etc are diarised and brought forward for the attention of the appropriate Manager.
- Managing the probation process and ensuring required further action is brought to the attention of the relevant people.
- Advising Senior Leadership and Governors on and co-ordinating disciplinary, sickness, grievance, capability and probationary investigations.
- Co-ordinating disciplinary hearings by the Headteacher and Governors under direction of the School Business Manager, including note taking as required.
- Ensuring the timely submission of all pay forms to Payroll and Wandsworth HR in order to meet deadlines.
- Undertaking other administrative duties as and when required.
- Participating with other members of the admin team to ensure the telephone is answered politely and promptly and visitors are received.
- Other duties commensurate with grade as directed by the HR Manager.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*



# Person Specification

## Essential

1. Significant experience of advising staff and managers appropriately at all levels in matters related to HR and personnel.
2. Experience of developing and implementing HR policies and procedures.
3. Able to demonstrate experience of data input, and skills in the use of a range of IT software, including Microsoft Office.
4. Evidence of ability to work within a team environment as well as in a stand-alone capacity when required.
5. Able to demonstrate a clear understanding of and commitment to Equal Opportunities.
6. Evidence of the skills required to plan, prioritise, execute and delegate tasks and activities within given deadlines.
7. Educated to A-Level standard, or equivalent, with GCSEs in Maths and English at a minimum of grade C or equivalent.
8. Commitment to excellent customer care, continuous improvement and setting high professional standards
9. To promote and sustain a culture of gentleness within the department and support this across the school community.

## Desirable

10. Level 7 CIPD qualification, or be working towards such a qualification.
11. Working knowledge of employment law
12. Previous experience of working within an education environment.
13. Experience of SIMs.
14. Experience of supporting workforce planning processes.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*