

**Hazel Wood High School**

**HR Officer Vacancy**

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**Introduction**

Dear Applicant

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith

CEO of Oak Learning Partnership



**Welcome from the Headteacher**

Dear Candidate,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student’s ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on 0161 797 6543 or by e-mailing the HR Department at [recruitment@hazelwood.co.uk](mailto:recruitment@hazelwood.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Please visit our school website for further information.

<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh

Headteacher of Hazel Wood High School



**Hazel Wood High School – HR Officer**

**Required for as soon as possible**

**Grade 8, SCP 12 - 17 actual salary - £19, 812 - £21, 873**

Working hours 37 hours per week, term time only plus 10 days

Monday to Thursday 7.30am – 3.30pm, Friday 7.30am – 3.00pm

**Hazel Wood High wishes to appoint a dedicated and highly motivated HR Officer. We are looking for someone to be responsible for accurately recording staff personnel information and providing human resource administration throughout the school. We are looking for colleagues who:**

* Will maintain the utmost confidentiality at all times with regards to all reports, records, personal data and other information of a sensitive or confidential nature
* Will ensure compliance in all relevant legislations for example GDPR, safer recruitment and keeping children safe in education
* Will prepare the relevant return to work documentation and conduct the meetings following a member of staff’s return from a sickness absence and record/monitor attendance in line with the sickness absence policy
* Will be responsible for recording all staff leave of absence and highlight when a member of staff has used their allocation of paid leave as per the Leave of Absence Policy

This post is particularly suitable for a person who has experience of working in a busy office environment. The successful candidate would be expected to demonstrate that they have knowledge and experience of various software packages such Microsoft Word and Excel.

**In return, we offer some fantastic incentives such as cycle to work scheme, Perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure, bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

A school with a strong will and determination to continue to improve

* A school that has high expectations of all who work here
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. ECT’s are invited to apply for this post.

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Please do not send CV’s. Completed applications and supporting letters should be returned by email to Miss Kristie Bloomfield, CFO of The Oak Learning Partnership Trust at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

**Closing Date: 9.00am, Wednesday 3rd November 2021**

**Shortlisting Date:**

**Interview Date:**



**Job Description**

**HR Officer**

**Normal place of work:** Hazel Wood, although you may be required to work at any other school within the Trust

**Responsible to:**  School Business Manager and HR Manager

**Responsible for:** N/A

**Hours of work:** 37 hours per week, term time only plus 10 days

**This post requires a start time of 7.30am**

**Salary:** Grade 8, SCP 12 - 17 actual salary - £19, 812 - £21, 873

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**JOB PURPOSE**

* To ensure adequate cover arrangements are in place for absent staff to enable effective teaching and learning
* To be responsible for accurate recording of staff absences for sickness, leave of absence and continuous professional development
* To develop the maintenance and accuracy of manual and computerised records to meet agreed service standards and in line with current legislation
* Providing human resource administration in the school
* To maintain at all times the utmost confidentiality with regards to all reports, records, personal data and other information of a sensitive or confidential nature
* To ensure compliance in all relevant legislation; for example, General Data Protection Regulations (GDPR) and safer recruitment practices

**KEY RESPONSIBILITIES**

**Cover**

* To manage all day to day cover for staff absence, providing fair and effective allocation of cover at all times, ensuring the needs of the pupils are met
* To quality assure the work of supply agencies by proactively seeking feedback and acting on findings
* Continuously monitor the budget for cover
* Communicate with staff on a daily basis with regards to the days’ cover arrangements
* Liaise with supply agencies and book staff as required
* Act as first point of contact for supply staff; ensuring safeguarding guidelines are followed
* Ensure all school financial procedures and guidelines are followed when booking supply staff
* Keep accurate records of supply staff booked with details of who they have covered
* Check timesheets are accurate and submitted
* Produce timetables for supply staff
* Continuously update the Supply Staff Handbook
* Ensure appropriate induction for short and long term supply staff
* Submit claims for insurance in a timely manner and check payments are made
* Ensure supply staff attend briefings



**Attendance Management**

* Advise as appropriate, staff sickness absence on a daily basis via email
* Prepare return to work documents in readiness for return to work meetings conducted by School Business Manager
* Monitor all return to work interviews and follow up paperwork
* Produce letters to staff regarding absences as appropriate
* Produce staff absence history reports for the Assistant Business Manager as required
* Be responsible for keeping up to date and accurate records of al staff absences
* Maintain an up to date record of all staff leave of absence to highlight when a staff member has used their allocation of paid leave of absence as per the Leave of Absence Policy
* Advise staff on leave of absence procedures relating to staff absences
* Record and process all forms relating to staff absence, ensuring staff provide the necessary information
* Update the Management Information Systems with staff absences to keep personnel and payroll records up to date
* Record annual leave requests for all year-round staff
* Minute take in all absence management meetings

**HR**

* Ensure all staff records are accurate by undertaking annual staff data checks
* To liaise with HR/Payroll Departments as required
* To assist in referrals to Occupational Health, physio and counselling for staff as required
* Assist in the administering of performance management for all staff
* To assist the recruitment and selection process, liaising as appropriate with line managers, including preparation of job descriptions, person specifications, advertisements, checking applicants’ employment history and contacting applicants to invite them for interview as required across the Trust
* Maintaining supply staff information within Single Central Record
* Maintaining the MIS and keeping accurate records
* Complying with school/trust policies and procedures
* Providing advice and guidance to staff regarding Personnel matters

**Administration**

* Provide cover for reception as and when required
* Undertake general administration duties, including photocopying, filing and scanning
* Minute taker in meetings

**Other duties:**

* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* To work flexibly to meet the changing needs of the Trust
* Attend events or meetings out of normal working hours as required
* Undertake other tasks as reasonably requested by the Executive Business Manager
* Follow school ethos and values of respect, responsibility and aspiration
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures



**Person Specification**

**HR Officer**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | | |
|  | * GCSE Maths and English at Grades C or above (or equivalent) * Proven experience of working within an office environment * Knowledge and experience of a various software packages i.e. Microsoft Word and Excel * Experience of working within a team | * HR qualification at National Level 3, or progress towards * Experience of working in a HR school environment |
| **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: | | |
|  | * Ability to communicate verbally and in writing effectively and confidentially with persons at all levels * Ability to work pro-actively to achieve efficiency and effectiveness * Ability to organise own tasks and time with conflicting priorities and with minimum supervision * Ability to work with tact, sensitivity and confidence * Ability to work collaboratively and independently * Ability to work on own initiative * Commitment to continuing professional development * Ability to apply the principles of Equality and Diversity through all aspects of work, promoting this within the organisation |  |