

The Beacon – HR Officer - Job Description and Person Specification



Job Title:	HR Officer
Salary range:	Kent Range 7 (pro rata based on hours/weeks worked)
Responsibility to:	HR Manager
Contract:	Permanent, Term time only
Hours:	37 hours per week

Main purpose of the role:	The Human Resources Officer will work alongside the HR Assistant to support the HR Manager in providing an efficient and professional HR support function across all The Beacon provisions.
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Main duties

Duties and Responsibilities	<ul style="list-style-type: none"> • Provide HR advice to line managers at all levels across the school, including senior leaders. • Ensure all aspects of Safer Recruitment are implemented and annually updated. • Participate in interview panels. • Hold sensitive conversations with staff. • Supporting with the absence management process in line with school policies. • Reporting on absence levels, trends and leave requests. • Complete return to work interviews, following up on key trends or concerns. • Communicating with our payroll provider and submitting work requests. • Quality assure / proofread documents distributed by HR. • Proactive in own personal development in relation to the role and areas of focus. • Working in line with the school ethos and values to ensure professional standards • Signpost staff to professional support as required. • Support with the implementation of a talent management and succession planning strategy across the school. • Support and facilitate our training provision both inhouse and externally. • Carry out induction training for new staff. • Support with appraisal processes for support staff. • Take a proactive and organised approach to the cyclical events that happen annually as part of the academic year. • Contribute ideas as part of a collaborative team. • General administration as required to support functionality of the department. • Support with employee wellbeing initiatives and staff surveys. • Support with recruitment and retention strategies. • Contribute to whole school and wider community correspondence, ensuring it is update, relevant and lively. • Support the wider central services team to meet the needs of the school, e.g. helping at parents evening or school events. • Assist with other HR projects as and when required. • Any other duties as directed by HR Manager or Head of Operations.
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Person Specification

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> GCSE A-C grade (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> CIPD qualification. Relevant degree.
Experience	<ul style="list-style-type: none"> 2+ years proven generalist HR experience. Busy office environment, dealing with sensitive and confidential information. 	<ul style="list-style-type: none"> Previous experience in school HR or admin.
Skills and Knowledge	<ul style="list-style-type: none"> Working level knowledge of employment law and HR processes. Computer literacy; including Microsoft office, outlook and ability to learn new systems. Knowledge of confidentiality and safeguarding issues in a school setting. Excellent interpersonal and communication skills. Able to work between Beacon sites if needed. Able to deal with information sensitively and discreetly. 	<ul style="list-style-type: none"> Knowledge of school systems such as Arbor Able to effectively interpret and report on information.
Values and Qualities (All Essential)	<ul style="list-style-type: none"> Flexible and adaptable to change Honest and reliable team member Confident communicator that can flex to the situation at hand Strong work ethic Professional approach Able to organise and prioritise workload. Appropriate levels of personal presentation in line with dress code Committed to Beacon ethos and values Able to deal with all clients and work colleagues regardless of race, colour, sex, disability, age or religious belief 	

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.