

HR Officer Job Description

Job Title: HR Officer

Location: Farney Close School

Reports to: School Business Manager

Salary: Dependant On Experience

Contract Type: Full-time / Permanent

Job Purpose

To provide professional, proactive and compliant HR advice and operational support within a special educational needs and disabilities (SEND) school environment. The HR Advisor will support leadership in delivering high-quality education by ensuring effective people management, safer recruitment, employee relations support, and compliance with employment law and safeguarding requirements.

Key Responsibilities

1. Employee Relations

- Provide first-line HR advice to the SLT and the Board on:
 - Disciplinary, grievance and capability matters
 - Absence management and occupational health referrals
 - Performance management and probation reviews
 - Flexible working requests
 - Support investigations, prepare documentation and attend formal hearings as required.
 - Ensure HR processes are fair, consistent and in line with ACAS guidance and school policies.
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2. Recruitment & Safer Recruitment

- Manage end-to-end recruitment processes in line with Keeping Children Safe in Education (KCSIE).
- Ensure all pre-employment checks are completed (DBS, right to work, references, medical clearance).
- Maintain and audit the Single Central Record (SCR).

- Support safer recruitment training compliance for panel members.
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3. Policy & Compliance

- Maintain and update HR policies in line with:
 - Employment legislation
 - Local Authority guidance (if applicable)
 - Academy Trust policies (if applicable)
 - Ensure compliance with:
 - Safeguarding requirements
 - Equality Act 2010
 - GDPR and data protection standards
 - Support equality, diversity and inclusion initiatives within the school.
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4. Workforce Planning & Development

- Support workforce planning aligned to EHCP needs and staffing ratios.
 - Assist with CPD tracking, appraisal cycles and training compliance (e.g., safeguarding, Team Teach, etc.).
 - Provide HR data and reporting to leadership and governors/trustees.
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5. Payroll & Contracts

- Prepare and issue contracts, variations and offer letters.
 - Liaise with payroll providers/Local Authority regarding pay changes.
 - Provide advice on School Teachers' Pay and Conditions Document (STPCD) and NJC terms (where applicable).
 - Monitor staff absence and produce reports.
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6. Wellbeing & Culture

- Promote staff wellbeing initiatives.
- Support reasonable adjustments for staff with disabilities.

- Contribute to a positive, inclusive working culture reflecting the school's values.
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Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young people.
 - Follow all safeguarding policies and procedures.
 - Maintain confidentiality while understanding mandatory reporting obligations.
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Person Specification

Essential

- CIPD Level 5 qualification (or working towards).
- Experience advising on employee relations matters.
- Knowledge of UK employment law.
- Experience in a school, public sector, or highly regulated environment.
- Strong organisational and communication skills.
- Ability to handle sensitive matters with discretion.

Desirable

- Experience in a SEND or special school setting.
 - Knowledge of KCSIE and safeguarding requirements.
 - Experience maintaining a Single Central Record.
 - Understanding of STPCD and NJC terms and conditions.
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Key Competencies

- Professional integrity and confidentiality
- Emotional intelligence and resilience
- Strong documentation and attention to detail
- Ability to build trusted relationships with leaders and staff
- Sound judgement and problem-solving skills