



JOB DESCRIPTION

Post Title: HR Officer

Purpose: To assist the HR Manager to deliver a professional, proactive, efficient and high quality service to all staff within the college in relation to HR, ensuring compliance in relation to various college policies and procedures.

Responsible to: HR Manager

Liaising with:

Relevant staff with cross college responsibilities, including Senior Leadership Team, College Management Team, Governor, staff and external agencies

Working Time: 8.15 – 4.15pm Monday to Friday, full time full year

Grade: NJC Sixth Form Colleges Support Staff Pay Spine Point Range from 15 to 18.

Main Duties and Responsibilities:

Absence Management

- To assist with the management of the College's attendance management by recording sickness absence, annual leave, leave of absence, time in lieu onto the HR system ensuring details are accurate against original details
- To issue relevant documentation as necessary in respect of sickness absence, leave of absence etc.,
- To ensure that return to work interviews are carried out accordingly following the return from sickness absence
- Produce attendance monitoring reports, notifying the HR Manager of individuals who have met trigger points in accordance with the absence management policy. Coordinating internal cover as needed
- To assist in arranging temporary agency staff as appropriate once authorisation has been received, ensuring the necessary checks are complete and SCR updated

Employee Life Cycle

To assist in the co-ordination of the recruitment and selection process by:

- Maintaining safer recruitment procedures in respect of the recruitment of staff and volunteers in line with college policies and Keeping Children Safe in Education.
- Assisting managers in the creation of job descriptions and person specifications and ensuring that these are maintained and updated when necessary

- Advertising positions on the college's applicant tracking system and ensure that this system is maintained and up to date.
- Co-ordinating interview days.
- Ensuring candidate references are available for the interview panel on the day of interview where possible. Follow up any references where additional information is required to confirm the validity of the reference.
- Liaising with managers and recruitment agencies to ensure the appointment of temporary cover staff. Ensure all necessary safer recruitment checks are completed prior to appointment.
- Assist with the appointment of new staff and ensure all new starter safer recruitment checks are completed prior to commencement of employment.
- Organise and coordinate the new staff induction programme.
- Monitor probationary review periods for new employees, issuing the relevant paperwork and ensuring it is returned.

Payroll

- On receipt of staffing instructions (e.g. new starters, leavers, staffing changes, allowances, pay awards etc. prepare the payroll forms and letters informing of those changes and ensure information is submitted to payroll within the required timeframes.
- Liaise with payroll to resolve queries
- Assist with payroll audits to provide information requested.

Performance Development & Probationary Reviews

- To assist in the co-ordination of the performance management review process
- To assist in ensuring that probationary reviews are completed in accordance with contracts

Single Central Record

- Maintain the Single Central Record ensuring that all checks are carried out in accordance with the DfE Keeping Children Safe in Education statutory guidance for safer recruitment.
- Liaise with relevant staff to ensure appropriate vetting checks are in place for volunteers, agency staff, contractors etc.

Case Management

- Assist the HR Manager on all employee relation issues.
- Provide coherent and appropriate advice to employees and line managers in relation to various HR matters in line with college policies, best practice and employment law and within remit of role.

General

- Assist with the updating of HR policies and procedures.
- Keep abreast of HR best practice, legislative changes and new developments that affect the College.
- To maintain confidentiality of staff information.
- To process external requests for references.
- To answer general queries from internal and external contacts.
- To ensure HR systems are accurate and up to-date, including manual filing systems.
- Ensure staff complete the appropriate and relevant training modules using the online training portal.

Other specific duties

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- To promote actively all of the College’s policies and procedures, most notably Safeguarding and Child Protection, Health and Safety, Excellence Through Inclusion and Data Protection.

Staff Development

- To undertake staff development where appropriate.
- To take part in the College’s appraisal process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

Other

- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- This job description is subject to periodic review and amendment.

It is agreed that the above is a brief and concise description of the above job.	
Date:	June 2026
Prepared by:	Lynette Knibb, HR Manager
Approved by:	Paula Nolan, Principal