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# **Job Profile**

Job Title: HR and Personnel Senior Officer
Grade: D/E
Hours: 25 per week, 39 weeks + 6 additional weeks (flexible/hybrid working considered)
Responsible to: School Business Manager / Headteacher
Location: Henry Tyndale School

Role Purpose
To provide an efficient, accurate and confidential HR and personnel service, ensuring compliance with Hampshire County Council (HCC) policies and procedures (MOPP), safer recruitment, and statutory safeguarding guidance. To support the smooth operation of the school’s workforce functions and provide first-line HR advice, escalating to Hampshire HR Advisory as appropriate.

**Job Specification**

## Key Accountabilities

- Administer all aspects of the HR lifecycle, including recruitment, pre-employment checks, contracts, variations, and leavers.

- Maintain and update the Single Central Record (SCR), ensuring compliance with Keeping Children Safe in Education (KCSiE) and HCC policies.

- Provide first-line advice to staff and managers on HR policies, escalating to Hampshire HR Advisory as appropriate.

- Process payroll and HR changes through IBC accurately and within deadlines.

- Maintain up-to-date personnel files and ensure GDPR compliance.

- Monitor and record staff absence; support managers with the administration of attendance processes and referrals to Occupational Health.

- Administer staff training and induction records, providing reports on compliance.

- Support the School Business Manager and Headteacher with workforce data, including producing reports for SLT and governors.

- Liaise with Hampshire Personnel (HR Advisory) on complex casework, ensuring accurate records and timely information are available.

- Uphold safeguarding responsibilities in all aspects of the role.

## Person Specification

### Essential

- HR or personnel administration experience

- Knowledge of recruitment and HR processes

- Ability to work accurately and confidentially

- Good ICT skills (MS Office; HR/payroll systems)

- Strong organisational skills and ability to prioritise

- Excellent interpersonal and communication skills

- Understanding of safeguarding and safer recruitment

### Desirable

- CIPD Level 3 (or working towards)

- Experience with Hampshire IBC payroll system and/or Arbor MIS

- Experience of working in an educational or special school setting

## Grade Mapping

- Grade D: Skilled HR administrator with strong compliance responsibility.
- Grade E: As above, plus greater autonomy in first-line advice, judgement calls within HCC frameworks, and supporting managers in informal casework.
- Complex ER casework, policy interpretation, and restructures remain supported by Hampshire HR Advisory.

## Safeguarding & Equal Opportunities Statement

## We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and welcome applications from all suitably qualified individuals.