

All Hallows Catholic College



Job Description

Post	HR Officer
Date	September 2025
Reports to	<u>Principal</u>
Scale point Range	NJC Grade 7, SCP 18-23 (£30,559 - £33,366)
Hours of Duty	37 hours per week – all year round
Contract Type	Full-time / Permanent

Job Purpose

To provide a comprehensive whole-school human resource service.

Main Duties

NO	
1	Responsible for the organisation and administration of the whole recruitment and appointments process within the school for both Teaching and Support Staff in line with Safer Recruitment.
2	Formally confirm agreed contractual changes, termination of employment to the individual and update relevant school records and systems.
3	Undertake administrative tasks relating to the staffing of the school, eg checking and preparing monthly payroll variation forms and expense claims, reconciliation of employee transactions, and Leave of Absence requests.
4	Respond to staffing queries from the Trust and from Teaching and Support Staff about their varying terms and conditions of employment e.g. maternity/paternity/long-term sickness leave entitlements etc.
5	Maintain accurate personnel records, eg absence & leave records etc.
6	To ensure that support staff and managers fulfil their performance management obligations. Ensuring that the LMS is compliant and up to date.
7	Complete administrative tasks relating to the management of sickness absence.
8	Take a proactive role in reviewing and updating the school's employment policies (e.g. whole school pay policy, sickness absence procedures), in conjunction with the Trust, to ensure full compliance with legal requirements and best practice.
9	Preparing timely and accurate staffing-related various internal management reports e.g. sickness absence statistics, training records, teaching staff eligibility for Upper Pay Spine salary progression and Single Central Record. Ensuring that the Arbor database records are as up-to-date as possible.
10	Contribute to the Principal's report to the Local Governing Body.
11	Prepare letters on behalf of the SLT eg reference requests, invitations to interview, and other associated documentation.
12	Identify and fulfill personal development needs to ensure that the jobholder keeps abreast of legal requirements and best practice in human resource management for deployment within the school.
	Notwithstanding the detail in this job description, in accordance with, the job holder will undertake such work as may be determined by the SLT and the Trust

	from time to time, up to or at a level consistent with the Principal Responsibilities of the job.
	To actively support the values and activities of the College which ensure the distinctive Catholic/Christian faith ethos is maintained and developed.