

Job Description

Job Title	Senior HR Officer		
Reporting to (job title)	Federation HR Manager		
Service/Section/School	Education		
Effective date	September 2026		
Evaluated Grade	F	Job Number	G.2905

Job Purpose

Under the direction of the Federation HR Manager, provide effective operational support to the HR Team based at Ellen Tinkham School and College, including direct line management of two HR Assistants.

Deliver a high-quality, customer-focused HR service to managers and staff, offering accurate advice across the full range of HR matters to ensure legal compliance, adherence to policy and strong employee relations. Handle confidential and sensitive information with professionalism and discretion.

Commit to ongoing personal and professional development to meet the evolving demands of the role. The post requires confidence and fluency in all spoken and written aspects of English.

Main Duties and Responsibilities

- **HR compliance** - Maintain strong working knowledge and practical application of HR management and Safer Recruitment procedures. Ensure compliance with statutory duties to protect the School and Local Authority from risk or litigation, including all Safer Recruitment and DBS matters.
- **Safer Recruitment** - Oversee all recruitment and safer recruitment processes, ensuring the Single Central Record (SCR) is accurate, up to date and compliant with KCSIE requirements.
- **Systems and Databases** – ensure all HR systems and databases e.g. SAM, Bromcom, iTrent and Education Mutual, are maintained and kept up to date.
- **Recruitment management** - Manage the full recruitment cycle, including job analysis, advertising, application administration, shortlisting, interview coordination and maintaining high-quality personnel records.
- **Recruitment marketing** - Lead recruitment-related social media activity and identify new and innovative methods to attract potential candidates for the federation.
- **Interview coordination** - Organise recruitment days and activities and participate as a member of interview panels.
- **HR service delivery** - Provide an efficient and responsive HR service, including administration of personnel processes and production of HR data and statistics.
- **Policy advice** - Advise managers and staff on HR policy, procedure and best practice.
- **Training management** - Manage the school's training calendar, source training, organise INSET days, organise induction training, maintain accurate training records and manage the training budget.
- **HR communication** - Deliver HR-related training, communication and updates as directed by the Federation HR Manager and/or Executive Headteacher.
- **Performance management** - Oversee the annual appraisal process, ensuring timely completion of appraisals and probation reviews and produce a training needs analysis.

- **Contract administration** - Draft template employment contracts and letters for new and existing staff where changes in employment occur, for the federation.
- **Policy maintenance** - Maintain and update HR policies as required, for the federation.
- **HR reporting** - Produce HR reports and data for management, including monitoring and analysing staff absence.
- **Absence management** - Support the HR team with personnel and payroll matters, oversee SAM processes, identify absence triggers, arrange Occupational Health referrals, schedule absence meetings, ensure return-to-work documentation is completed and ensure compliance with employment legislation.
- **Investigations** - Manage absence-related investigations and refer cases to a Governors' panel when required, for the federation.
- **Employee relations** - Provide advice on disciplinary and grievance procedures as needed.
- **Risk assessments** - Complete and review staff risk assessments in line with Occupational Health guidance.
- **Continuous improvement** - Identify opportunities to improve HR systems, processes and ways of working.
- **Payroll liaison** - Liaise with staff and payroll regarding iTrent matters.
- **Safeguarding** - Promote and safeguard the welfare of children and young people at all times.
- **DfE Information** - Completion of the annual School Workforce Census.
- **Other duties** — Undertake any other reasonable HR-related tasks or projects as requested by the Federation HR Manager or Executive Headteacher.
- **Guidance documents** — Develop, update, maintain and publish HR guidance documents for the federation.
- **Team leadership** — Manage and support a HR team.
- **GDPR compliance** — Ensure all HR activity complies with GDPR requirements.
- **Administrative support** — Produce letters, emails, reports and other correspondence as required.
- **Change management** — Plan, manage and support organisational change in line with the evolving needs of the Federation.
- **Legislative knowledge** — Maintain up-to-date knowledge of relevant legislation, regulations, codes of practice and federation policies. Undertake CPD to ensure ongoing professional competence.

This document outlines duties to indicate the level of responsibility of this role. It is not a comprehensive or exclusive list. In line with the Councils strategy to have an agile workforce you may be asked to work in other areas of the Council, based on your skills and the priorities of the organisation.

Driving and own car is essential as will be required to travel to all three sites within the federation.

Person specification

Attribute	Essential	Desirable	Method of Assessment
Management	Management of staff	Experience of office management	Interview / Application
Experience	• Substantial experience of HR and personnel practices and employment law. • Knowledge and understanding of pay, terms and conditions for teaching and support staff. • Knowledge and experience of developing and maintaining employee relations. • Experience of managing sickness absence procedures. • Develop knowledge and confidence of the team. • Experience of analytical reporting. • Demonstrable understanding of developing and maintaining statistical and information systems. • Working with highly sensitive and confidential information • Knowledge of Information Security	• Sound understanding of all employment legislation. • Working in an education environment	Interview / Application.
Practical Skills	• Excellent organisation skills. • Report writing and the ability to provide management information such as trend data, comparative data and analysis in an accessible form.	• Proficient office administration skills. • Excellent word processing skills. • Ability to drive/ travel.	Application.
Communication	• Excellent interpersonal skills. • Maintain strong team interpersonal skills and communication • Presentation and report writing skills. • Ability to communicate with senior Managers and Governors	Experience of delivering communication and training relevant to role	Interview / Application.
Personal Qualities	• Ability to work under pressure and meet deadlines. • Ability to focus on continuous improvement. • Ability to review and improve processes and procedures. • Drive and manage change, bringing the team with you. • Demonstrate credibility and develop trust with all staff. • Numerate & Literate: Accurate and attention to detail. • Enthusiastic, diplomatic, flexible, dependable, sensitive and tactful. • High standards of accuracy.		Interview

	● Desire and capacity to promote improvement ideas to working practice.		
Strategic Thinking	Ability to interpret HR legislation and apply it accurately in daily role within school.	Ability to accurately interpret and utilise it to impact and assess any proposed changes on the school.	Interview / References
Technology / IT Skills	● Experience of operating MS Office packages. ● Experience of being able to confidently access, manipulate and fully use databases. ● Experience of being able to communicate effectively through email / internet.	Experience of creating IT based presentations, spreadsheets and/or databases to effectively store, track, manipulate and present information / data to a range of relevant stakeholders / audiences. Knowledge of Bromcom, iTrent, SAM.	Application / Interview
Education and Training	● 5 GCSE or equivalent at Grade C and above, including maths and English. ● Level 4 qualification in business or school administration or equivalent experience ● Relevant training or professional development in HR.	HR qualification Level 4 or above	Application
Equal Opportunities	The Learn to Live Federation and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary / possible.		OH1
Other relevant factors	Commit to and conform to The Learn to Live Federations policies and procedures.		Interview

1. Supervision and Management:

Under the leadership and direction of the Federation HR Manager, the postholder will line manage two HR Assistants and provide guidance and support to the HR Team across the federation (four staff). They will carry out professional development / appraisal interviews, set professional targets, arrange continuing professional development (CPD) and manage day-to-day work issues for the team, seeking advice and support from the Federation HR Manager, if required.

To provide guidance and on the job training when required, on all HR procedures.

Provide guidance for all staff regarding pertinent HR matters.

2. Creativity and Innovation:

The post holder will be expected to:

- Have a good overall knowledge and understanding of HR management and safer recruitment procedures and deploy this as required in your daily role.
- Understand existing and new government legislation and to interpret such legislation to support the development of related policy and practice within the school.
- To interpret such policies and provide advice and guidance to managers and staff and influence practice with regard to complex personnel issues.
- To be able to develop and maintain such systems and procedures in respect of new and existing policy to provide robust HR / Personnel administration for all staff and Governors throughout the school.
- To be able to design and provide statistical systems which provide staff and Governors with up-to-date trend data regarding all HR / Personnel data, including sickness levels and demographic information.
- To be able to design processes, procedures and management information systems which meet the information requirements of managers.
- To be able to design contracts for managers for a variety of posts.
- Through mediation and other means seek to resolve contentious personnel issues ideally without onward referral to tribunal.
- The postholder is required work independently, using their own initiative and using excellent interpersonal skills in order to facilitate the efficient running of large aspects of the HR function within The Learn to Live Federation.

3. Contacts and Relationships:

The reasons for contacts will range from the flow of information and provision of straightforward advice to more complex communication relating to complex, sensitive and contentious issues.

Senior Managers in respect of the provision of management information, developing and introducing new procedures.

DCC Payroll Section - regarding all aspects pay related issues.

Finance team - regarding all financial decisions which relate to HR.

External providers of services - with regarding to booking training courses.

Bromcom / IT support - regarding operation issues of the personnel ICT system.

SLT & Governors:

- regarding advice and support in respect of complex staffing issues.
- in relation to the recruitment and staff checks processes.

Teaching and non-teaching staff; provision of information on all aspects of HR on a daily basis.

Potential to support and advise on grievance and disciplinary issues

Support and guide all school staff on compliance with statutory HR law and DCC recommended guidance.

Communicate tactfully and sensitively with all parties at all times.

Work with DCC staff to get the best HR advice and support to help the school achieve its aims and objectives.

Provide evidence of good practice and statutory compliance to DCC Audit Services, DfE, OFSTED and all other pertinent authorities in the areas of Human Resource management and other administration related matters.

Promote a professional business image when dealing with all colleagues, parents, external visitors and other professionals.

Positively manage and motivate the HR team.

Work collaboratively with other senior and subordinate colleagues to improve standards as identified in the school development plan and pertinent other school documents, policies and procedures.

4 Decisions - Discretion:

The post holder is the Senior HR Officer within the school and is accountable to the Federation HR Manager on all HR / Personnel issues.

Responsible for:

Ensuring legislation is understood by the senior leadership team and Governors and that key personnel decisions made within the school and college are based soundly on such legislative frameworks. These decisions made will be as a direct consequence of the information and advice supplied by the post holder.

Ensuring all members of staff and governors that have contact with students have undertaken an enhanced DBS check, to avoid children at being put at risk and to maintain a fully compliant Single Central Record accordingly.

The security of all HR / Personnel data and where applicable the accurate transference and updating of HR / Personnel information to the appropriate Governor, SLT and Finance teams.

The 'end to end' recruitment process, supporting managers with job analysis, structuring and placing adverts, collation and distribution of application packs, preparation for short listing and interview along with the behind-the-scenes activities such as ensuring all appropriate pre-employment checks are undertaken in accordance with DCC, DfE and Ofsted requirements.

Drafting all new employment contracts and amending existing template contracts with changes to personnel or employment circumstances.

The post holder will provide advice on sensitive data-related issues, such as whether information can or should be disclosed and whether the organisation is compliant with its obligations under relevant legislation.

The post holder will also carry out, or assist, with investigations and audits thereby using their skills and knowledge to make decisions on appropriate action to be taken.

4. Decisions - Consequences:

Be accountable for complying with statutory duties in the areas of HR guidance and law. It is crucially important that decisions of the Senior Leadership and Governors, made as a direct consequence of the information and advice supplied by the post holder, lead to effective and positive HR Practice, to ensure that the school or Local Authority (LA) do not fall into disrepute.

Decisions taken with regard to the security of all sensitive data held, through systems setup and maintained by the post holder, will impact on the potential for sensitive information being shared incorrectly.

Provision of accurate information to the finance team will result in:

- correct budget projections, avoiding incorrect budgets being set which may have serious financial consequences on the school's stability.
- the correct rate of pay is made to the right individuals.

Construct policies and procedures relating to HR in order to shape the way the school conducts its business in these areas. Accurate interpretation of legislation or the introduction of new policy accurately reflecting new legislative changes will ensure that the school acts lawfully.

6. Resources:

In conjunction with the Federation HR Manager, be accountable for:

- administrative equipment, including photocopiers, telephones and fax machine, ensuring faults are reported and dealt with and new equipment hired or purchased.
- The maintenance and systemic upkeep of the school 'Archive' facilities, ensuring that it is kept in a legislatively compliant, ordered, accessible and manageable state at all times.

7. Work Demands:

The post is under constant pressure of deadlines and timescales and throughout the day there are continuous interruptions and conflicting priorities in the following areas:

- producing statutory reports for DfE, Local Authority and Governors.
- providing advice and solutions for the SLT when dealing with all HR matters.
- dealing tactfully with contentious issues with all internal and relevant external stakeholders.
- having to be creative and have a rapid response to unique, unpredictable and complex situations relating to:
 - the volatile student admissions led formula funding.
 - the exceptional needs of the client group in a highly specialised setting.

8. Physical Demands:

Normal office demands: this post does not require any excessive physical effort, but a high percentage of time is spent using computer and screen/s.

9. Working Conditions:

- The post is mainly based in an office at Ellen Tinkham School but will require scheduled time to be spent at Ellen Tinkham College and visits to Bidwell Brook School in Dartington
- The post will require the incumbent to be able to drive between sites and possibly on occasions to attend meetings or training around the County.

10. Work Context:

The post requires an amount of contact with the public on matters which could be contentious: staff, students (many of whom display unpredictable and challenging behaviours), members of the local community and other relevant professionals.

Contentious situations, although not expected to be numerous, will draw upon the post holder's ability to deal with legal and industrial relations claims from staff and preparation for industrial tribunals.

11. Knowledge and Skills:

- The post holder will be expected to work for the main, using their own initiative.
- To have attained a Level 4 qualification in HR or business or equivalent experience
- To have relevant training or professional development in HR.
- Excellent interpersonal / communication skills to be able to provide advice and support on terms and conditions of employment, employment legislation and the interpretation of County HR policies.
- Excellent management qualities.
- Knowledge and understanding of HR management to lead, guide and support the HR team. To include the ability to set up systems and procedures in respect of HR / Personnel administration and be able to implement those procedures throughout the school.
- Good understanding of up to date, school relevant employment legislation.
- Substantial experience within a HR / Personnel environment, ideally with a relevant Level 3 / Level 4 professional qualification.
- Excellent IT skills including use of MS Office and relevant online HR / Personnel database/s, fluency in use of the internet to research and email to communicate.
- Production of high-quality analytical data.
- Good planning and organisational skills to prioritise competing demands and meet deadlines.
- A fundamental understanding of equal opportunities and anti-discriminatory policies and practice.
- Resilience to setbacks when working under pressure.
- Display confidentiality and discretion when dealing with highly sensitive situations regarding staff, students and parents/carers, and deal effectively with complex and contentious matters.
- A willingness to undertake further training relevant to the post if/as required.
- Proven practical experience in managing diverse groups of staff, carrying out appraisal and supervision meetings, motivating, guiding and providing strong management.
- Very good working knowledge of the principles and practice of safe-guarding and child protection in relation to HR matters.

Health & Safety:

Potential Hazards	Applicable to this job? (✓)	Action to be taken (text)
Display Screen Equipment	✓	Workstation assessment IT induction
Electricity – fixed / portable		
Manual handling	✓	Low risk as mainly office based. Support available from the premises team to move heavier/awkward items.
Verbal / physical abuse	✓	May observe this behaviour rather than personally experience it. Will be required to support staff after incidents. Level 2 Safeguarding training School safeguarding policy Acceptable behaviour policy Staff Code of Conduct KCSIE
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls	✓	Low risk as mainly office based
Chemical		
Working with Vulnerable persons	✓	All SEN students in school vulnerable. Level 2 Safeguarding training School safeguarding policy Acceptable behaviour policy Staff Code of Conduct KCSIE
Premises related		
Transport risks		
Working at heights		
Other hazards not identified above		

Job Description agreed by:**Line/Originating Manager:**

Name: _____ Signature: _____ Date: _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____