



HR & Compliance Officer Job Description

Responsible to: The Bursar
Reporting to: The Bursar

Job Purpose:

- To support the Head and Bursar through providing a proactive, professional and efficient HR service at Longacre School.
- To advise the Head, Governors and SLT on all aspects of regulatory compliance relating to the management of the School, ensuring appropriate records are maintained.

Key HR responsibilities:

Providing high quality and proactive service, support and guidance on a range of HR matters and share best practice throughout the School:

1. Employee Relations:

- Leading on the day to day matters for the provision of HR across both teaching and non-teaching staff;
- Offering advice to SLT and Line Managers on policies, procedures and employee relations matters, escalating more complex issues to the Bursar;
- Ensuring policies and procedures are up-to-date and adhered to by all staff, raising any concerns with the Bursar;
- Responding to queries relating to staff terms and conditions in a professional and timely manner;
- Leading on staff leave issues, in line with current policy and legislation;
- Effectively dealing with people issues in a sensitive and appropriate manner;
- Managing and providing support and advice for formal meetings including capability, disciplinary and grievance hearings, attending as necessary;
- Ensuring employment contracts as well as other contractual forms and paperwork are regularly reviewed, in place and compliant at all times;
- Maintaining the Staff Handbook and ensuring that all staff are aware of updates;
- Ensuring written evidence and agreement is recorded as appropriate;
- Ensuring all processes are legally compliant, reflect good practice and are documented appropriately.

- Monitoring and reporting on staff absence including liaison with occupational health professionals as appropriate.

2. Recruitment:

- Taking responsibility for the entire recruitment process for staff throughout the school to include preparing job descriptions and adverts, placing adverts, organising and administering interview days, providing support for line managers and the SLT, and administering the decision process;
- Coordinating and undertaking all on-boarding procedures including vetting and safeguarding checks, obtaining relevant documentation and liaising with other admin functions for new employees, visiting staff, agency staff, external providers and volunteers following Safer Recruitment guidelines, and ensuring compliance at all times;
- Ensure the School complies with statutory obligations and legislative changes concerning the recruitment of staff;
- Ensuring the Single Central Register and personnel files are accurately maintained and are ready for inspection and audit at all times
- Preparing and issuing offer letters and employment contracts for new staff;
- Ensuring job descriptions are current and in place for all employees;
- Ensuring candidates have a positive experience throughout the recruitment and selection process;
- Communicating new appointments to the staff body.

3. Staff wellbeing:

- Managing Longacre's staff wellbeing programme and leading on new initiatives to further improve our provision for staff, liaising with the Assistant Head (Wellbeing);
- Leading on staff surveys and implementation of points arising from such surveys;
- Promoting and overseeing employee assistance;
- Together with line managers and the SLT, undertaking return to work interviews, phased returns and risk assessments;
- Leading on staff absence/ill health in conjunction with the SLT;
- Analysing absence reports on a monthly basis, raising any concerns with the Bursar.

4. Training, Learning and Development:

- Co-ordinating appropriate induction programmes for all new staff and Governors, following direction from the Deputy Head, and ensuring these are fully implemented and recorded;
- Managing the staff performance appraisal process;
- Working with SLT and relevant colleagues to review, develop and implement the staff training plan for teaching and non-teaching staff;
- Overseeing all staff CPD.

5. General:

- Taking the lead on specific projects as directed by the Bursar, taking responsibility for developing and managing the activity; near future projects will include appraisal redesign and launching for all staff, developing a training programme for all staff, streamlining and digitizing HR and Compliance processes and procedures;
- Providing support and promoting the HR function to all staff;
- Ensuring compliance at all times with HR regulations and legislation;
- Monitoring legal updates, trends and external influences, making recommendations for change;
- Taking responsibility for all relevant HR budgets;
- Producing termly, analytical HR reports for the Bursar and Governors;
- Compiling and analysing HR data for consideration;
- Undertaking HR communications as required;
- Maintaining accurate HR information;
- Working collaboratively with the admin team as needed, including supporting with other tasks of a similar nature;
- Suitable liaison with the School Accountant for finance and payroll matters;
- Making recommendations for the continued improvement and development of HR processes;
- Ensuring and embedding diversity and inclusion in all aspects of work;
- Completing the full leaver process for all staff and external providers, including exit interviews and necessary and administration of references as required;
- Ensuring the Bursar and Head are appropriately appraised of HR activity.

Key Compliance Responsibilities:

- Safeguarding and promoting the welfare of all pupils;
- Taking responsibility for, and maintaining, an accurate and compliant Single Central Register (SCR), ensuring regular reviews occur;
- Ensuring compliance by the Governors, the Head and the School with all relevant aspects of the law, regulations and current guidance that apply to the school covering:
 - a. Safer Recruitment and Safeguarding procedures
 - b. Department of Education
 - c. Independent School Standards and Regulations (as administered through the Independent Schools' Inspectorate)
 - d. Surrey County Council
 - e. Data Protection
 - f. Copyright and Intellectual Property
 - g. Health and Safety
- Ensuring all changes to and updates on relevant legislation, regulations and current guidance are brought to the attention of appropriate parties and ensuring policies and process are updated;
- Supporting the Data Protection Officer in their role, helping ensure the School is GDPR compliant and that suitable training, advice and guidance is provided to all staff;
- Leading the response to any Subject Access Requests;

- Ensuring all contractual agreements and paperwork are regularly reviewed, in place and compliant at all times for third party providers e.g. peripatetic members of the community, extra-curricular activity providers etc;
- Developing policies, ensuring best practice;
- Maintaining and managing the School's policy matrix to meet the compliance requirements of the school, ensuring policies are reviewed as required with the SLT and Governors;
- Communicating policies to all relevant stakeholders, promoting the observation of practices and procedures designed to ensure compliance and recording agreement as appropriate;
- Maintain a master list of Health & Safety regulatory compliance checks, issue reminders to the Health & Safety Officer and Estates Manager of any checks due, and keep records of all evidence of completed checks;
- Supporting the Health and Safety Officer with certain activities including work station assessments for all staff;
- Attend the termly Safeguarding and Health & Safety Committee meetings, ensuring any necessary documents are provided for the meetings, minutes are produced and circulated, and identified actions are followed up.
- Ensuring the Bursar and Deputy Head are appropriately appraised of Compliance activity.

Signed:

Date:

Compliance and HR Officer

Signed:

Date:

Bursar