

The Role

Title:	HR Officer
Contract:	Permanent
Hours:	37 hours per week, term time plus two weeks
Grade:	7
Annual Salary:	£28,916 - 32,795 (FTE £32,061 - £36,362)
Start Date:	ASAP
Closing Date:	27th January 2026 at Midday
Interview Date:	To be agreed

We are looking for a dedicated and enthusiastic **HR Officer** to join our team. In this role, you will work closely with the School Business Manager and Office Manager to provide a professional, friendly and efficient HR service to the school. Your responsibilities will include a range of administrative HR tasks such as supporting recruitment, pre-employment checks, safeguarding, absence management and supporting basic employee relations matters.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. We are known for our excellent career progression routes, and we attract professionals who are willing to contribute to our sustained success. USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. The school was delighted to be awarded SSAT accreditation for Transforming in Principled Curriculum Design in 2023.

If you are motivated to make a difference in the lives of young people and are committed to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

About the role, we are looking for someone who:

- has previous experience in HR administration, ideally in a school environment
- may be a Foundation or Associate member of the CIPD; through our apprenticeship levy we can support further development
- has a strong customer focus to support the development and delivery of our HR service
- has experience of successfully following and implementing policies and procedures
- has an interest in enhancing employee well-being

About you, we are looking for someone who:

- has excellent administrative and organisational skills and is able to sustain a high level of efficiency and attention to detail
- Is able to maintain utmost confidentiality at all times with respect to staff information
- has the ability to work to deadlines in a busy and demanding environment
- is proactive, confident and reliable, with excellent communication skills
- has high expectations in terms of their own performance as well as that of our pupils

Is this you?

It is an exciting time to join Upper Shirley High School. If you're up for a challenge and passionate about what you do, we'd like to hear from you.

We can offer you:



CPD **01**

Excellent CPD opportunities to support you through all stages of your career.




06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION 

An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS 

Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03




WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS 

FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME 

All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05




WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

10



APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school before applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to recruitment@ushschool.org. Please note we only accept CV's if accompanied by a fully completed application form.

Please submit your application as soon as possible, as we may invite candidates to interview before the closing date.

To give your application the best chance of being short-listed and, at interview, demonstrating suitability for the role, please ensure you read the person specification and job description, and include examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, please provide examples from a similar experience.

SAFEGUARDING

Hamwic Education Trust (HET) is committed to safeguarding and protecting the welfare of our pupils, and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees will be required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust, we offer unique opportunities for those individuals who excel in education.

We aim to deliver an outstanding education to our pupils, and to do so, we must employ **outstanding** people.

We offer a training pathway for all employees, including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross-phase projects and in other schools within the Trust to gain invaluable experience and enhance their skills.

Job Description

Title:	HR Officer
Hours:	37 hours per week, term time plus two weeks
Grade:	7
Responsible to:	School Business Manager/Office Manager

Purpose of the job

- To provide an effective and efficient day-to-day generalist HR administrative and advisory service to the school and the leadership team
- To be responsible for the coordination and administration of HR activities, including (but not limited to) recruitment, absence management, professional development, employee relations and leavers
- Having a good understanding of HR Policies and being able to give advice to staff and SLT on the content and the practical implementation of policies
- Ensure all case details (including case files), documentation and resolutions are accurately recorded, including notetaking when required, ensuring that data governance and record retention requirements are followed

Key accountabilities

1. Ensure that all HR information, whether on IT systems or paper, is accurately recorded, managed, updated and analysed to provide a high-quality HR service to the school and timely management information to the school's leadership team
2. Maintain and keep updated HR files/electronic records of all school employees – subject to regular audit
3. Collate and review workforce census data and ensure timely submission to the appropriate authorities
4. Manage the organisation of all recruitment activities for the school, including the responsibility for
 - Be compliant with HET's Safer Recruitment Policy
 - Identify early indications of recruitment requirements and initiate actions under the recruitment processes to ensure continuity of staffing
 - Review and update job descriptions and person specifications
 - Create and place advertisements with external agencies
 - Plan and co-ordinate all interview activities, including creating interview letters, shortlisting & interview packs, arranging lesson objectives, arranging student tours and interview panels
 - Ensure the completion of all pre-employment checks
 - Creating offer letters and contracts of employment
 - Maintenance and security of the single central record – subject to regular audit
 - Ensure letters of clearance for external agencies/contractors are regularly renewed
5. Prepare and issue contractual and payroll documentation in liaison with the Business Manager
 - Create new contracts and issue amendments to existing contracts
 - Maintain records of fixed-term and temporary contracts and take appropriate actions to extend/end all appropriate records
 - Manage the annual increment processes for Teaching and Support staff, updating records on Bromcom and notifying payroll
 - Supporting the Payroll Officer and entering payroll changes to the system, ensuring all staff are paid correctly (when needed to cover)
 - Produce annual salary statements for teaching staff in accordance with the Schoolteachers' Pay and Conditions Document.
 - Produce annual salary statements for support staff
6. Staff absence
 - Track staff absences, self-certification, and fitness for work certification and return to work interviews, ensuring full compliance of both staff and line managers.
 - Provide advice and guidance on established HR absence policies and procedures to senior management

- Lead on the administration of the absence management policy
 - Provide regular reports of staff absence, identifying and advising the Senior Leadership Team of any potential issues that need addressing
 - Liaise with management to ensure that return to work interviews are held for each absence and maintain appropriate records
 - Where necessary, support return to work interviews and trigger meetings, providing timely information
 - Make Occupational Health referrals where appropriate and liaise with the Business Manager regarding recommendations and reports
 - Record and monitor staff absences, including TOIL and annual leave, supporting the management of requests
7. Manage the administration of individual HR cases involving the school's absence, disciplinary and capability procedures, including drafting formal invite and outcome letters, reports and minutes as required
 8. Manage the production and updating of the school and support staff handbook, and ensure distribution to staff in the school
 9. Manage the coordination of filing for the professional development process for all support staff, ensuring that reviews are completed to agreed timescales and, where necessary, alerting the PD Co-ordinator of outstanding reviews to be chased
 10. Liaise with the school's CPD lead to ensure all new staff starters get their staff induction information and appropriate training
 11. Monitor probation periods, liaising with line managers to ensure completion
 12. Collate staff training records, ensuring completion of all statutory training
 13. To support the school Mental Health Lead in implementing strategies to support staff with their mental wellbeing.
 14. Organise support staff in-service training and professional development on CPD day
 15. Ensure all personnel advice, practice and procedure are compatible with HET HR.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

Person Specification

Title: **HR Officer**
Grade: **7**

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
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Knowledge & Understanding:

A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths or equivalent	To demonstrate a good level of literacy and numeracy and provide a theoretical context for the role	Now	5
A secure knowledge of HR practices and procedures gained through 2 years' experience of HR Administration, preferably in a school environment	To provide a comprehensive HR administrative service to the school and provide advice to management on HR & recruitment policies	Now	5
Level 3 foundation CIPD qualification		Now	5
Level 5 foundation CIPD qualification (or willingness to work towards this once employed)		Willingness to complete qualification	4
Knowledge and experience of updating information management and payroll systems, preferably in a school environment	To assist with payroll and HR data input, analysis and reporting	Now but training will be given in specific school systems and processes	4

Mental Skills:

Ability to analyse and interpret information	To analyse HR/Payroll data and present information to colleagues and Governors	Now	5
Ability to solve problems use own judgement and investigatory skills	To provide comprehensive assistance to staff with pay and contractual issues, investigating systems where necessary	Now but training will be given in specific school systems and processes	5

Interpersonal & Communication Skills:

Ability to communicate a variety of information and ideas effectively to a	To develop and maintain effective working relationships with colleagues, students and "partners" of the school	Now	4
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range of audiences, through good written and oral communication skills	<p>(Parents, Governors, Visitors, outside agencies etc.)</p> <p>To produce and maintain HR and payroll records</p> <p>To liaise with candidates and outside agencies regarding recruitment activities</p> <p>To advise senior members of staff on established HR procedures and inform them of their responsibilities, by persuading and ensuring policies are followed correctly</p>		
High levels of tact, diplomacy, discretion, persuasion and respect for confidential information	<p>To protect the right of all staff to have their information treated both confidentially and with respect</p> <p>To obtain essential information from Senior staff, who may have different priorities, in order to support effective and timely recruitment</p>	Now	5
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5

Physical Skills:

Excellent and accurate ICT/keyboard skills and database use	<p>To record, extract and manipulate HR information on school systems and databases</p> <p>To administer and maintain school records and computer systems to input data, run various reports and make returns</p> <p>To update all HR documentation, contracts, adverts, payroll information and statistics</p> <p>To draft HR outcome letters</p> <p>To be responsible for yearly incremental progression on payroll systems</p>	<p>Ability and experience now; training in specific school systems and processes</p>	5
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Initiative & Independence:

Ability to work on own initiative and plan and organise own workload	<p>To ensure timely production of information and to deal with conflicting priorities and deadlines</p> <p>To resolve payroll and contractual problems independently</p>	Now	4
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	To lead on organising the schools recruitment process and activities		
	To ensure payroll information is accurate and correct and updated as necessary		

Mental Demands:

Ability to concentrate for medium periods of time	To take minutes at meetings and disciplinary hearings, write invite and outcome letters, run reports and data analysis Collate and review workforce census data and ensure timely submission to the appropriate authorities To ensure the accuracy of staff data and payments on the monthly payroll totalling £330,000	Now	5
Ability to handle potentially emotive situations	To attend meetings as minute taker and remain calm and detached	Now	5
Ability to work accurately in a busy and often noisy office with many interruptions	To organise the recruitment process and associated activities	Now	5

Responsibility For People:

Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	5
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Responsibility For Supervision:

Knowledge of HR policies and procedures	To advise leadership team and staff on established HR policies in relation to absence management procedures and practice To draft letters and provide administrative support for absence management, disciplinary and grievance casework	Training in school procedures given	3
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Financial Responsibility:

Responsibility for entering staff details onto the Payroll	To ensure correct salary payments are made to all staff (Approx 150 staff). Monthly payroll value circa £330,000	Ability and experience now;	5
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		training in specific school systems and processes	
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Responsibility For Physical Resources:

Excellent database & payroll system skills	<p>Manage the annual increment processes for Teaching and Support staff updating records on Bromcom</p> <p>To draft letters and provide administrative support</p> <p>Creating interview letters, shortlisting & interview packs</p> <p>Prepare and, issue contractual and payroll documentation</p> <p>Maintain records of fixed term and temporary contracts</p>	<p>Ability and experience now; training in specific school systems and processes</p>	5
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