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| **Job Title** | HR Officer (Maternity Cover) |
| **Reports to** | HR Manager |

**Job Purpose**

As an HR Officer you will work within a small team of HR generalists to provide advice and administrative support throughout the full employee lifecycle. This can range from, carrying out legally compliant pre-employment checks, ensuring information on the HR system is up to date and accurate, processing paperwork, giving advice to members of staff, to undertaking ER casework.

**Key Tasks and Responsibilities**

* Operating as a first point of contact for day to day employee queries, providing timely advice and guidance to those who contact you, and escalating more complex queries to other members of your team (where necessary);
* Carrying out pre-employment checks for new joiners in line with ISI regulations and the school’s expectations;
* Ensuring information captured within the HR system is up to date and accurate at all times, including inputting joiners, job changes and leavers etc., onto the system, and running reports as requested;
* Generating offer letters and contracts, and helping to on-board new employees (including liaising with relevant departments such as IT and Security to ensure everything is in place for their arrival);
* Handling pay and job changes throughout the year, ensuring that relevant paperwork is completed and accurately recorded, and that timely information is sent to line managers and the staff involved;
* Supporting reward activities, such as the process of annual salary review, including helping with the mail merge and other logistics;
* Working closely with various departments assisting line managers to understand and implement policies and procedures;
* Supporting more experienced members of the team with employee relations casework and, with experience, taking personal responsibility for less complex cases;
* Undertaking designated HR projects;
* Continually looking for ways to improve and standardise what we do, recommending areas of opportunity and proposing solutions;
* Involvement in recruitment and selection activities. For example, this may include shortlisting and interviewing candidates (including conducting Safeguarding Interviews):
* Supporting reward activities, such as the process of annual salary review, including helping with the mail merge and other logistics;
* Undertaking other reasonable duties as required to facilitate the smooth running of the department (this may involve undertaking activities in other teams);
* Demonstrating a clear commitment to safeguarding and promoting the welfare of children including, but not limited to: completing the regular and required safeguarding training, keeping abreast of safeguarding updates published by the school;
* Complying with all school-related and legislative requirements in relation to handling confidential and sensitive information;
* Demonstrating commitment to, and the promotion of, equality, diversity and inclusion.
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

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| **Potential Career Progression** |
| We’re keen to help people develop their careers with us. In due course you will have the scope to move sideways into recruitment roles, or with time and experience upwards into an HR Advisor role.**Working Pattern*** Your working hours will be 35 hour per week, 09.00-17.00, Monday – Friday.
* You will be working 52 weeks per year.
* You will be entitled to 5.6 weeks annual leave.
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**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* Experience of working as an HR Officer / HR Administrator in a complex and fast paced environment;
* Good IT skills, including use of the Microsoft Office suite of applications, combined with the ability to pick up new systems quickly;
* Experience of successfully using and maintaining an HRIS or ATS;
* Strong numeracy and literacy skills;
* Knowledge of UK employment law (including immigration and right to work requirements);
* Previous involvement in employment relations cases would be ideal;
* If you have a CIPD qualification or are working towards qualification this would also be advantageous

In addition to your experience, the role may be for you if:

* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email, and you are able to convey complex information in a way that’s easy to understand.
* You have a ‘can-do’ attitude – you love getting stuck in and you’re not fazed by a heavy volume of work and fast changing priorities.
* You’re confident to use your own initiative, but you also know when to ask for help and guidance.
* You’re naturally resilient and able to deal with ambiguity and change.
* You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks.
* You have an eye for detail – you will be key to making sure our data is accurate and that we’re completing all of our recruitment checks, so you will be comfortable working in the detail and following processes.
* You’re happy to get stuck in and handle the administration and less glamorous tasks, as well as the more complex and visible ones.
* You continually look for ways to improve systems and processes – we’re keen to evolve and keep improving what we do, so you’ll continually question the status quo and actively search for ways we can be more efficient and effective.
* You enjoy working in a team – we’re a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**