

HR Officer

Responsible to: Head of Finance

Liaises with: CEO
The Children's Literacy Charity Central Team
Tutors

Job Objective:

- To be responsible for maintaining an efficient and effective HR support service
- To provide a robust recruitment service that supports the hiring and compliance requirements for quality tutors and central office staff
- To provide pragmatic advice on HR policy and practice across the charity
- To support the Head of Finance with preparing and processing monthly payroll
- To maintain effective and efficient HR/office systems and processes

Main Duties:

1. Recruitment

- Manage and review the charity's bank of job descriptions and person specifications
- Co-ordinate recruitment and on occasion interns and volunteers
- Draft engaging job adverts and place them on appropriate/specialist job sites
- Upload and manage vacancy information on the charity's website
- Monitor and manage the recruitment email inbox responding promptly to enquiries
- Monitor applicant engagement amending recruitment strategy where appropriate
- Review job applications for suitability and longlisting for the interview panel
- Schedule suitable interview slots and provide information to managers and candidates
- Provide conditional offer letters and ensure all safer recruitment checks take place
- Provide appropriate induction information to new staff and order staff ID cards
- Assign Safeguarding & Prevent training to all new staff ensuring timely completion
- Set up and administer all new staff onto the email system and accounts onto the server ensuring access is under GDPR limitations. Remove accounts when appropriate

2. HR Policy & Practice

- Keep up to date with forthcoming legislative changes and employment law
- Ensure staff policies and procedures are fit for purpose through regular review
- Ensure that staff are aware of their responsibilities for IT use, safeguarding & GDPR
- Provide policy updates with commentary for Board meeting approval
- Assign and roll out annual Safeguarding & Prevent refreshers to all staff
- To provide first line HR advice to the central office team and staff
- Attend HR meetings taking formal notes and concluding in writing where appropriate
- Liaise with the Education team to discuss tutor workforce Recruitment/HR matters
- Provide 1:1 and group training on HR and policy matters where appropriate
- Develop areas of the HR function in line with the priorities of the charity

3. HR Systems, Payroll & Administration

- Update the charity's database/Single Central Record to reflect accurate HR information
- Oversee the charity's DBS checking portal ensuring regular review of all staff DBS checks
- Prepare the monthly payroll with the Head of Finance and respond to pay/payslip queries
- Oversee the data input and management of absence information including sick pay
- Record and monitor probationary and performance reviews on a regular basis
- Process leaver information for Payroll and arrange charity gifts for leavers
- Arrange for exit questionnaire to be sent to leavers, review and feedback to managers
- Provide HR data on request to the CEO and Head of Finance
- Contribute to the development of the charity's database/CRM platform
- Maintain and update HR records effectively in soft and hard copy & keep in line with GDPR
- Prepare HR files for audit purposes and any subject access requests in line with GDPR.

4. Communication

- Work with the Communications Lead to create compelling job adverts on social media
- Manage the library of staff photos which is accessible to the team for tutor recognition
- Provide new staff information to the Communications Lead for the 'Our People' page
- Contribute to the charity newsletter as appropriate

5. Central Office

- To act as key liaison point with the charity's building office management/HR
- Seek to ensure that the work environment is safe and fit for purpose for the team
- Liaison and negotiation with office management to resolve environmental issues

6. Safeguarding and Child Protection

- Ensure that all staff are regularly undertaking Safeguarding & Prevent refresher training
- Protecting children is a central pillar of the charity, all staff must know, understand and act on the charity's clearly established Safeguarding policies and in line with the School's own Safeguarding procedures.

7. Health and Safety

- Regularly review relevant Health & Safety policy, local protocols and risk assessments
- Read and adhere to all relevant Children's Literacy Charity and school policies including the school's health and safety and safeguarding policies.

This job description will be subject to regular review with the post holder.

HR Officer: Person Specification

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in a HR Officer.

EDUCATION	<ul style="list-style-type: none"> Educated to A-level or equivalent
EXPERIENCE (essential)	<ul style="list-style-type: none"> Experience of working in a generalist HR role (minimum 2 years) Experience of delivering timely and accurate recruitment administration Experience supporting workforce and managers on a range of HR matters Experience supporting or managing monthly payroll
EXPERIENCE (desirable)	<ul style="list-style-type: none"> Experience of working in a small organisation, charity or start up Experience working in education Level 5 Certificate in People Management/CIPD Membership Experience of using Salesforce CRM Experience of supporting Safer Recruitment processes
SKILLS, QUALITIES & ABILITIES	<ul style="list-style-type: none"> Excellent time management and record-keeping Excellent keyboard, computing and data skills – highly competent in Microsoft Office and a proficient user of Excel Excellent interpersonal skills and great team player Excellent attention to detail in written communication Ability to provide appropriate, pragmatic HR advice Ability to manage complex and sensitive situations with diplomacy Ability to work on own initiative in a stand-alone HR role Ability to meet required standards, targets and deadlines Ability to work well under pressure and realign workload Possess a methodical/organised approach to workload & able to prioritise Possess a positive and co-operative attitude towards working with others Possess a high regard for confidentiality and data protection Be flexible and adaptable to meet the needs of the Charity Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer) Commitment to the aims and values of The Children's Literacy Charity

References

Two references and a Disclosure and Baring Service Enhanced Disclosure will be taken up following a successful interview.

Equal Opportunities

The Children's Literacy Charity is committed to recruiting staff on the basis of their skills, knowledge and experience for the job role.



Further information about The Children's Literacy Charity and a copy of our recent Annual Accounts can be found at www.thechildrensliteracycharity.org.uk.

Outline of Terms and Conditions

Hours:	1.5 days (10.5 hours) per week
Location:	Central Office (London)
Normal Hours:	Working pattern to be agreed/flexible
Salary:	Full-time equivalent: £30,000 Actual salary: £9,000
Holidays:	30 days per annum (pro-rated for part-time roles) + Bank Holidays
Terms:	<p>Pension: If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.</p> <p>If you are not an eligible worker you are still entitled to join the scheme upon request.</p>