



# HR Officer Job Description and Person Specification.

Progress Schools Limited

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**JOB TITLE:** HR Officer

**LOCATION:** Based in Liverpool Head Office/Home Based but expected to cover the following schools:

- High Wycombe
- Carlisle
- Northampton
- Thrapston
- Liverpool
- Stockport
- Wigan
- Birkenhead
- Chorley

**REPORTS TO:** HR Manager

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**PURPOSE:**

To support all aspects of the human resources function in order to drive the ongoing success and growth in our schools.

**ABOUT PROGRESS SCHOOLS:**

Progress Schools are a multi sited company with each school registered separately with the Department for Education as an Independent School. We specialise in teaching students whom may present challenging behaviours or are not suited to mainstream education. We offer an alternative curriculum to meet the needs of each student on an individual basis. Our core values are;

Positivity

Responsibility

One team

Growth

Respectful

Exceptional

Supportive

Stable

#### **Strategic direction and development of the company:-**

- Contribute to a strategic view for the school in its community and contribute to analysing and planning for its future needs and further development within the local, national and international context;
- Always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Senior Management Team, Executive Team and Governing Body;

#### **Specific Duties**

- Provide operational support and front line guidance in all HR processes and administration.
- Serve as a resource to all staff by providing policy and procedure interpretation.
- Drive development of new policies and procedures as necessary to support the business
- Mitigate organisational risk by ensuring compliance with all employment laws
- Provide HR related data and reporting to leaders in order to promote data driven decision making and strategy development
- Actively participate in business and human resource projects
- Ability to analyse HR data provided by HR related systems to provide guidance and support on key performance indicators
- Work with the HR Manger on key employee engagement initiatives
- Devise and deliver internal training sessions to Managers
- To advise on low level ER cases, providing advice on disciplinary and grievance cases, performance management, conduct, capability and absence management

*"The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post."*

## **HR Officer Requirements:**

- Educated to degree level with a part of full CIPD qualification
- Prior experience working within a similar role is essential
- Experience handling employee relations matters
- Committed to providing a helpful, friendly and responsive HR service
- Strong understanding and respect for confidentiality
- Exceptional organisational ability and time management skills
- Strong communication skills, both written and verbal
- Confident in communicating at all levels within the organisation;
- Numerical and analytical skills
- Patient, calm and flexible nature in approach to workload
- Experience with Microsoft word software package - primarily Word and Excel
- Accurate data entry skills with excellent attention to detail including proofing
- Proactive attitude, takes initiative to contribute effectively to the HR team.

## **Additional Information**

The job holder is required to contribute to and support the overall aims and ethos of the company. All staff are required to participate in training and other learning activities and performance management and development as required by the Company's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may reasonably be required from time to time.

This post will bring the job holder into contact with company confidential information relating to students and staff. The job holder must therefore be aware of the confidential nature of the issues and maintain absolute confidence at all times.

## **SALARY**

- £20,000 to £25,000 pa with car allowance of £300 per month