



## JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE

Headteacher: Simon Appleman  
Roll: 2,000 (incl. 600 in Sixth Form)  
Tel: 020 8206 3100  
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### **Recruitment & HR Officer**

Salary Scale SO1 – SO2 sp 29-34 : £28,358 - £32,644  
(35 hours per week, all year round)

We are looking to appoint an experienced Recruitment & HR Officer to join our HR Department.

#### **Key responsibilities will include:**

- leading recruitment processes;
- preparing job descriptions, person specifications and advertisements for internal and external roles;
- posting of advertisements on internal and external sites;
- managing and maintaining the Single Central Record of appointments in accordance with safer recruitment legislation;
- co-ordinating interview days;
- completing all checks and administration for successful candidates;
- use of word processing and other software as appropriate
- assisting in the provision of HR support to the School

JFS is a co-educational inclusive, modern, orthodox Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society. JFS is a truly wonderful school. This is clear from our stunning annual public examination results which see us consistently placed in the top five schools in the country outside the independent sector.

Our modern campus is on a 26-acre greenfield site with a welcoming inclusive and warm, caring family environment.

Applications from staff of faith or non-faith backgrounds are most welcome.

**For an application pack, please visit our website ([www.jfs.brent.sch.uk](http://www.jfs.brent.sch.uk)) or contact the School.**

**Closing date for applications: Noon, Wednesday 23 May 2018**

**Interviews shall be held on Thursday 24 May 2018**

***Please note that CVs alone will not be accepted.***

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.*



## Recruitment & HR Officer Job Description

<b>Job Title:</b>	<b>Recruitment &amp; HR Officer</b>
<b>Hours of work:</b>	<b>35 hours per week, all year round</b>
<b>Salary:</b>	<b>Salary Scale SO1 – SO2 -SP 29-34: £28,358 - £32,644</b>
<b>Reports to:</b>	<b>HR Manager</b>

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### **Purpose of Post:**

To support the HR Manager in the whole recruitment and selection process, from the preparation of adverts to welcoming new employees. HR play a very pro-active role in the recruitment and selection process at JFS and have a key part in the decision making process. It is essential that this is maintained going forward.

### **Main Duties and Responsibilities**

- Responsible all school recruitment, including leading on all aspects of advertising, on boarding, negotiating with external agencies and procuring the most efficient services for the school.
- Line Manage all school volunteers.
- Assist with grievance and disciplinary procedures and undertake investigations as requested.
- Provide a point of contact for those seeking HR information in the HR Manager's absence offering help and advice to Department Managers, via telephone, email and face to face, and providing accurate responses to queries relating to for example maternity arrangements or sick pay.
- Work on allocated projects and reports as directed by the HR Manager.
- Organisation and administration of the Safer Recruitment Workshops.
- Organisation and administration of Occupational Health Screening.
- Assist in the coordination of any reasonable adjustments as recommended by occupational health.
- Developing an induction programme for new employees
- Liaises with key suppliers such as recruitment agencies and advertising agencies.
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time.
- Be directly responsible for ensuring a seamless end to end recruitment process which includes but is not limited to:
  - preparing job descriptions, person specifications and advertisements for internal and external roles;
  - posting of advertisements on internal and external sites.
  - monitoring the JFS Recruitment inbox, communicating with internal and external candidates, from taking initial enquiries to processing applications;
  - work with hiring managers to draft interview schedules for candidate assessment days.
  - undertake initial screening of candidates by requesting references once they have been selected for interview;
  - co-ordinate the interview day, including sighting copies of required identification (including Right to work checks) and delivering tasks as appropriate to candidates;
  - communicate decisions with unsuccessful candidates;

- Preparing offer checklists for approval by the Headteacher, and preparing associated offer paperwork and new starter packs for successful candidates;
- Complete vetting for successful candidates including chasing references, Occupational Health checks and undertaking Disclosure Barring Service Checks (DBS) and prohibition checks where appropriate;
- Collate new starter paperwork and compile personnel files for new starters;
- Manage and maintain the Single Central Record of appointments in accordance with safer recruitment legislation;
- Upload new starter information to SIMS, Single Central Record and request SIMS and IT logins;
- Ensure employee personnel files are kept up to date with relevant filing;
- Acknowledge resignation letters;
- Complete employee reference letters where requested;
- Maintain the leave of absence and CPD monitoring system;
- Use word processing and other computerised systems as appropriate including SIMS and online recruitment tools.
- Supporting the day to day administration generated from the School or from annual/ad hoc projects
- Ensure that HR data is accurate and up to date; undertake any data cleanse exercises with HR and put in place a process that ensures that data remains accurate (e.g. Annual Workforce Census, Archiving/disposal of appropriate data);
- Assist in the provision of HR support to the School
- Undertake any other temporary duties, which may be reasonably required and commensurate with the grade of the post

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

### **Uphold and, where relevant, promote the Jewish ethos of the School**

Part of the School's mission statement states that "JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens". All staff, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Life and Learning) over any matters pertaining to this ethos.

**Other Clauses**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals may be subject to modification or amendment at any time after discussion with the post holder.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head Teacher and/or Director of Operations.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The postholder may deal with sensitive material and should maintain confidentiality in all School related matters

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**May 2018**



**PERSON SPECIFICATION**  
for  
**RECRUITMENT & HR OFFICER**

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Good general education up to 'A' Level or equivalent	E
<b>PROFESSIONAL EXPERIENCE</b>	
Possession or progress towards a HR qualification at national qualification level 3.	D
Relevant experience of operating in a School HR environment.	E
Relevant experience of SIMS, Single Central Record, excel and spreadsheets	E
Experience completing vetting for successful candidates including chasing references, Occupational Health checks and undertaking Disclosure Barring Service Checks (DBS) and prohibition checks.	E
<b>ABILITIES AND SKILLS</b>	
Ability and desire to learn a range of new, technical skills	E
Ability to approach all aspects of the work in a thoroughly methodical, conscientious manner to ensure continuous improvement in the service delivery	E
Ability to demonstrate absolute integrity, discretion and confidentiality	E
Ability to handle a number of issues simultaneously, while retaining calm, patience and concentration	E
Ability to maintain appropriate relationships	E
Ability to maintain, initiate and adapt reliable filing systems and to ensure that accurate records are kept, both paper and IT, with knowledge of database management	E
Ability to organise own workload to ensure that deadlines are met, especially when under pressure	E
Ability to prove a commitment to providing an effective service by adopting a flexible, positive and pro-active approach to work	E
Ability to use initiative to secure a solution-focused approach to problems or obstacles	E
Ability to work as part of a team	E
Accurate keyboard skills	E
Excellent ICT skills utilising MS Office and including advanced MS Word, Excel, Access and Outlook, with the ability to use them in a creative and versatile way	E
Excellent organisational and administrative skills	E
High levels of literacy and numeracy	E
Pro-active self-starter able to seek work, progress it and complete it independently	E
Proven ability to communicate both orally and in writing	E
Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels	E
<b>PERSONAL QUALITIES</b>	
Adaptability, dedication and commitment	E
Commitment to equal opportunities and inclusion	E
Good role model to colleagues and students	E

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.