

## Human Resources Officer

### Job Pack



ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



### ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

*The future of this country's theatre  
tradition depends on centres of excellence such as ArtsEd.*  
Lord Lloyd Webber, ArtsEd President

## ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

### **What do we offer?**

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- contributions towards a range of therapies, including sports massage, physiotherapy, and chiropractic appointments
- contributions towards dental and optical costs
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)

### **What are we looking for?**

We are seeking an experienced Human Resources Officer (HRO) to join our dynamic team at ArtsEd. The chosen candidate will play a pivotal role in fostering a positive work environment, managing employee relations, and ensuring compliance with HR policies and statutory regulations. The HRO will work closely with the Headteacher of the Day School and Sixth Form (DSSF) and with its staff. You will be the primary point of contact for day-to-day HR matters within the DSSF, but will be part of the wider HR team reporting to the Head of HR.

The HR team comprises the Head of HR and two other HR Officers. An up-to-date knowledge of employment law and HR best practice within an educational setting are essential, and the role will suit a diplomatic individual who can confidently support senior leaders on day-to-day issues, and who can be hands-on with the day-to-day tasks of the department.

<b>Job Title: Human Resources Officer (HRO)</b>	
Department	Human Resources
Reports to:	Head of HR
Working Pattern:	Full Time
Hours:	37.5
Salary:	£31,827 pa
<p><i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2023 regulations and to hold an enhanced DBS.</i></p>	
<b>Summary of the role:</b>	
<p>We are seeking an experienced Human Resources Officer (HRO) to join our dynamic team at ArtsEd. The chosen candidate will play a pivotal role in fostering a positive work environment, managing employee relations, and ensuring compliance with HR policies and statutory regulations. The HRO will work closely with all members of the HR Team, Headteacher of the Day School and Sixth Form (DSSF) and with its staff. You will be the primary point of contact for day-to-day HR matters within the DSSF, but will be part of the wider HR team reporting to the Head of HR.</p> <p>The HR team comprises the Head of HR and two other HR Officers. An up-to-date knowledge of employment law and HR best practice within an educational setting are essential, and the role will suit a diplomatic individual who can confidently support senior leaders on day-to-day issues, and who can be hands-on with the day-to-day tasks of the department.</p>	
<b>Key Responsibilities:</b>	
<p>The HR Officer will work in accordance with statutory compliance and the School's KCSIE and ISI obligations:</p> <ul style="list-style-type: none"> <li>• First point of contact for all DSSF HR related queries</li> <li>• To work under the direction of the Head of HR in ensuring the Single Central Register (SCR) is accurate at all times.</li> <li>• To support the Head of HR in conducting internal audits of the SCR and reporting any recommendations back to the Head of HR for consideration.</li> <li>• To support the Head of HR in ensuring all statutory checks are carried out on new staff in accordance with role requirements and adherence to safer recruitment principles.</li> <li>• Provide reports or statistical data</li> <li>• Undertake any other duties that may reasonable be expected of this role for the smooth and efficient running of the HR depart which includes covering for the other HR Officers during periods of absence</li> </ul> <p>The HR Officer will be the first point of contact for all HR issues within the DSSF and to deal with telephone, email, and written queries in a timely and efficient manner, directing them to colleagues as appropriate.</p>	

Specific aspects of the role are detailed below. This is not an exhaustive list, but rather illustrative of the nature of the role:

### **HR Department:**

- To contribute to the development of HR procedures and practices through sharing experience and lessons learnt on current practice and by continually looking to make systems more effective and efficient.
- To contribute to the efficient functioning of the HR Department, by maintaining the office environment and systems to a high standard and actively contributing to the ongoing monitoring, review, and implementation of improvements to the unit's administration processes.
- To maintain a good working knowledge of all HR administrative activities completed within the team and to provide cover across the unit during periods of annual leave, sickness, and other absences/breaks. Work collaboratively with colleagues within the section, department, and whole organisation to deliver services effectively, efficiently, and flexibly.
- To have a flexible approach to work across all areas of the HR Department's remit as and when necessary and during busy periods.
- To be responsible for sickness absence returns and medical certificates received from staff, ensuring prompt completion of appropriate forms by staff and managers, and forwarding the information to the Finance Department in a timely manner. Provision of sickness statistics. Supporting and advising management at first stage sickness absence meetings, note-taking for second and third stage sickness meetings.
- To operate and maintain pay related processes in an efficient and effective manner, ensuring that pay related information is accurate and relayed to the Finance Department in a timely manner and to agreed deadlines. Liaison with staff and managers including provision of correspondence to staff.
- To be responsible for advising on HR Policy and Procedural related queries from managers and staff, giving due regard to data protection requirements, and relaying them to Head of HR as appropriate.
- To be responsible for the processing of relevant paperwork for Maternity, Adoption, Paternity, and other types of leave. To attend Maternity meetings with staff to advise them on their obligations and entitlements. To advise managers and employees on policy/procedure/calculations.
- To actively seek to implement ArtsEd's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

### **Recruitment, On-Boarding and Leavers**

- To collaborate with department heads to identify staffing needs. Managing recruitment campaigns, including consulting recruitment managers, preparing job descriptions and job adverts, advertising vacancies, participating in interview panels and communicating results to shortlisted and unsuccessful candidates.
- To be responsible for updating the Single Central Register ensuring compliance with KCSIE guidance and maintain knowledge in this regard. Distribute, collate, and record all new starter information in line with Safer Recruitment in Education guidance including references and background checks.
- To be responsible for changes required for starters/ leavers, changes, and additions to pay (including changes in hours, additional payments and increments) by completing relevant paperwork and updating electronic HR systems (for example on HRIS Cascade) and employee files in a timely manner and with due regard to data protection requirements.
- To be responsible for the provision of induction information to management, ensuring process is completed, raising any serious concerns with the Head of HR, arranging mandatory training and the progression of the probationary reports. Ensuring that induction

processes for new staff are carried out and recorded within HR systems. Liaise with IT in relation to new starter account creations and passes.

- To assist with staff leaving processes i.e., guiding managers through exit procedures, distributing exit questionnaires/conducting exit interviews.

### **Training, Development and Performance Management**

- To identify training needs within the organization and coordinate professional development programs.
- To work closely with department heads to create career development plans for employees, fostering a culture of continuous learning.
- To highlight, monitor and review training and development across the school.
- To implement and oversee performance appraisal systems, providing guidance to managers on effective performance management techniques.
- To be responsible for the provision of routine advice to staff and managers on capability, disciplinary, complaints investigations, including providing background information and research from personal files; supporting managers in implementing corrective actions when necessary.
- To be responsible for aspects of the Performance Development Framework system, ensuring the logging of appraisal returns and that the process is completed within prescribed deadlines, escalating outstanding issues as appropriate including chasing of missing paperwork. Provision of advice to staff and managers on the process.
- To support managers in conducting investigation meetings and disciplinary hearings and ensured any correspondence is completed and issued within departmental deadline.

### **Employee Relations:**

- To act as a mediator in resolving conflicts and disputes among staff members, ensuring a harmonious work environment.
- To conduct regular check-ins with employees to address concerns, provide support, and enhance overall job satisfaction.

### **Policy Development and Compliance**

- To assist the Head of HR in reviewing and revising HR policies and Staff Handbook in line with changing or new employment legislation.
- To stay abreast of employment laws and regulations, ensuring that all HR policies and procedures, and the implementation of these, comply with current legislation.

### **General**

- To actively seek to implement the ArtsEd policies in relation to the duties of the post and always give due regard to the health and safety of both themselves and others when carrying out their duties.
- To undertake any other duties that may reasonably be requested of this role for the smooth and efficient running of the HR department

## Person Specification

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; KNOWLEDGE</b>		
CIPD level 5 or have equivalent experience	X	
Knowledge of Independent School's Safer Recruitment and KCSIE requirements and processes	X	
Strong knowledge of UK employment laws and regulations	X	
An understanding of GDPR and confidentiality	X	
<b>SKILLS &amp; EXPERIENCE</b>		
Experience undertaking HR processes within a busy office environment	X	
Experience of working in a school environment		X
Experience undertaking Safer Recruitment checks for new starters in an independent school		X
Excellent Microsoft Office skills (i.e. Outlook, Word, Excel)	X	
Experience of working with HR information systems	X	
Experience of using initiative to resolve problems, identifying practical and suitable solutions	X	
Experience of planning, prioritising and organising personal workload to deadlines with minimal supervision	X	
Ability to handle sensitive and confidential information with discretion.	X	
Excellent interpersonal, communication and relationship management skills with the ability to deal with a wide range of people and situations confidently, sensitively and diplomatically	X	
Attention to detail with the ability to maintain high accuracy under pressure	X	
Self-motivated, professional and approachable, desire to provide excellent HR support and customer service	X	
Ability to find innovative ways to drive efficiency, actively shaping the environment, reviewing working practices and delivering excellence	X	
Confidence and the ability to challenge actions that go against School policy and risk the team or School's reputation		X
Experience undertaking HR preparation for School inspections		X