

## HR Officer

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Company: Forrest Recruitment

Location: Liverpool

Category: other-general

### Job Overview

**– (12 Months FTC) Liverpool up to £36k DOE**

An excellent opportunity has arisen for a HR Officer to join a school based in Liverpool on a 12-month FTC.

### Role Responsibilities

The purpose of the role is to support the Director of People and Culture to deliver the strategic people plan and oversee day to day HR operations.

Building and maintaining relationships with preferred agency suppliers.

Managing full recruitment and selection life cycle in line with safer recruitment guidance.

Overseeing the induction and onboarding processes

Pre-employment compliance checks including DBS, references, right to work and overseas police checks.

Maintaining digital HR system and electronic filing system, including updating payroll information, completing variations and changes.

Drafting letters, emails, reports and contracts.

Absence monitoring and sickness absence management, including OH referrals and intervention.

Providing support, advice and guidance to managers on employee relations and policies

and procedures.

Attending disciplinary, grievance and attendance meetings to provide support, advice and guidance to management.

**Skills Required:**

**Essential** –The successful candidate will need to be educated to degree level and have CIPD recognised qualification to a minimum of level 5.

**Essential** – to have working knowledge of employment law.

**Essential** –Minimum 1-year proven experience working in a similar role.

**Desirable** – experience working within an education setting.

Excellent communication skills

Possess advanced IT and administrative skills.

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**Cross References and Citations:**

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