

CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

**Human Resources and Compliance Officer**

**Purpose:**

The Human Resources and Compliance Officer will carry out responsibilities for two key administrative areas for the whole school: Human Resources and Compliance. The main purpose of the Human Resource and Compliance Officer role will be to support the Human Resources Manager in all aspects of the Human Resources function and to ensure the School is always compliant with relevant legislation and is operating at best practice.

**Reporting to:** Human Resources Manager

**Liaising with:** SLT andstaff at both schools, IT Systems Administrator, government departments (WORC, Ministry of Education, Labour etc), Medical Insurance and Pension Providers

**Key responsibilities:**

**1. Recruitment**

* To prepare advertisements and job details for staff vacancies, as required.
* To upload advertisements on Jobs Cayman (WORC) site, on the School website, and as required on other international sites (e.g., TES site), including sending an email internally to all staff announcing the job postings.
* Develop and maintain an advertisement spreadsheet, logging all advertisements and where the advertisements have been posted, such as with Agencies and in other media (key requirement for Immigration).
* To keep a record of all applications and develop and maintain a recruitment spreadsheet.
* To correspond with all candidates in a polite and professional manner.
* To request references and check thoroughly against the application form and for appropriate content, forwarding the references to the HR Manager highlighting any areas of concern.
* To assist with the booking of all invitations to interview.
* To ensure all pre-employment checks are completed in a timely manner and that files are complete, including completing verbal verification checks.
* To undertake Safer Recruitment training.

**2. Induction**

* To support the HR Manager with the new staff orientation process, ensuring all new staff

are invited to the scheduled orientation meeting, organising all relevant paperwork, and any catering as required.

* To support the HR Manager with the annual August new staff arrival arrangements, such as booking hotel accommodation, arranging flights, bank opening appointments, meet and greet welcome events etc.

**3. Staff Database/Central Register/Compliance**

* To support the HR Manager with maintaining the Human Resources Information System (HRM) & Central Record Register, in keeping with the Data Protection regulations.
* To support with the compliance reports as and when required for the Ministry of Education.
* To ensure the compliance checklist for the employee file are completed, ensuring all required documents are collected and placed in the employee file and legal checks are recorded.
* To ensure information for new staff is accurately completed.
* To update staff data such as police clearances, licence to teach, work permits, child protection training and all other compliance related documentation is renewed, collected, and logged when required in a timely manner.
* To scan all new starter files onto system and relevant information linked to staff records (HRM).

**4. Employee Relations**

* To respond accurately and in a timely manner to staff queries, escalating any matters of concern to HR Manager.
* To monitor sickness absence of staff and highlight concerns to the Principals and HR Manager.
* To undertake HR projects as required.
* To write job reference letters for staff as required.

**5. General**

* To support HR Manager with Immigration and Ministry of Education matters, including work permit and licence to teach applications and submissions.
* To maintain the online personnel files in line with data protection requirements; filing, create new files for staff, remove leaver files.
* To always ensure confidentiality of information, including the safeguarding of information about current, past, and prospective employees; to ensure the privacy and confidentiality of personnel information.
* To abide by the ethical practice of Human Resource Personnel, ensuring integrity and trust are at the fore.
* To keep up to date with developments in Immigration/WORC, employment legislation, human resource best practice and recruitment initiatives.
* Undertake other reasonable duties as may be required or designated from time to by the Human Resources Manager or the Director.

**All Staff Are Expected To:**

* Maintain confidentiality at all times with regard to student information and related school matters.
* Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality, and demeanour.
* Uphold the school’s Code of Conduct, professional dress requirements and other regulations.
* Attend and participate in staff CPD sessions, school-based meetings and events where necessary.

**Safeguarding**

In accordance with the school's commitment to follow and adhere to the School’s Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always despatch your duty of care appropriately. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description forms part of the contract of employment of the person appointed to this post. It will be reviewed annually and may be subject to modification or amendment after consultation between the HR Manager and /or the Director and the post holder.

Signed:

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_