

HR Officer

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk

FULLHURST
COMMUNITY COLLEGE
EST 1991

Introduction

Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values

Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?

- A comprehensive induction process.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- We do not conduct formal lesson observations.
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Annual flu jab - to protect against those winter germs.
- We provide a wide range of activities and events for staff to relax and enjoy across the year.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Free electric car charging.

What Staff Have To Say



“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

T Kirk Science Technician

What Staff Have To Say



"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community."

S Willcock Senior Deputy Headteacher

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

V Adeniyan Assistant Headteacher

What Staff Have To Say



“I began my journey at Fullhurst Community College in 2018, and I can confidently say that working here has been one of the most rewarding experiences of my career. From the moment I joined, I felt supported and valued, not just as a staff member but as part of a vibrant and welcoming community.

Training at Fullhurst gave me a strong foundation for my teaching career. The school invests heavily in professional development, offering ongoing CPD opportunities that have helped me grow both professionally and personally. There’s a real sense of encouragement here—whether it’s through mentorship, collaboration, or simply the friendly support of colleagues, you never feel alone in your journey.

The curriculum is thoughtfully planned to guide students on their educational journey, and this same care is reflected in how the school nurtures its staff. One thing that truly stands out is how much staff voice is valued. Fullhurst isn’t just a place where you work; it’s a place where you feel heard and can actively contribute to shaping the school’s future.

The sense of community extends beyond the school gates, with a warm and inclusive atmosphere that’s shared by staff, students, and families alike. It’s inspiring to work in an environment where everyone is working towards the same goal—helping young people thrive and achieve their potential.

Fullhurst Community College is more than a job; it’s a place where you can make a difference while continuously developing and being part of something bigger. I’m proud to be part of such a fantastic team and highly recommend it to anyone looking for a rewarding and supportive career in education.”

K Ali English Teacher

What Staff Have To Say



“I joined Fullhurst initially as a Cover Instructor to see if mainstream was for me. I loved it! I then decided to take the plunge and complete my teacher training. From the very beginning of my journey, I have had help, support and guidance. Everyone is willing to help you when needed, which is invaluable. Fullhurst are well established at supporting ECT’s and have an incredibly robust training policy. You are never alone on the journey. From department colleagues to your mentor, the ITT coordinator to the leadership team, everyone wants to see you succeed and will help you to this goal. You are promised dedicated time with your mentor each week which really helps you to develop and hone your specialist subject.

Fullhurst will help you to be the best that you can be. We have a large, diverse range of young people who amaze us each and every day. I am loving my time at Fullhurst, it’s always something new but the smiling faces of the students is a constant that never changes. Our young people are determined to achieve their absolute best and it’s amazing to be part of their journey.

Fullhurst is passionate about making sure all our students have a variety of experiences, both academic and cultural, which is achieved through the Fullhurst Pledge and the wide variety of clubs on offer for all students. Students asked me for a particular club and now I’m teaching myself origami to teach them!”

S Fields English Teacher

What Staff Have To Say

With support and team spirit, I knew I wanted to expand my responsibilities and remain within the team. I became the lead invigilator and am now an exam coordinator in an amazing exam team. Each exam season presents challenges with the rules and regulations we must abide by, as well as the support that the students require; the logistics are always demanding. I work with a busy and positive team and find each season and the work we do with the students to help them through their exams—from PPEs to the real thing—rewarding.



I genuinely enjoy working at Fullhurst for many reasons. The support we provide to our students really stands out, and it is rewarding to see the positive impact we have on their lives. I truly admire what our school stands for; the commitment we give is above and beyond. Additionally, the encouragement I receive as a colleague is amazing and makes me feel valued as a person. A big shout-out to the incredible kitchen staff who provide and serve good, fresh, tasty food."

L Stacey Exams Officer

"I joined Fullhurst in 2020 after relocating to Leicester from living in the South-east. I love teaching at Fullhurst because of the refreshing diversity of our catchment area. It offers an international community under one roof which is incredible to work in.

I enjoy sharing and learning about different cultures, experiences and the viewpoints of our students every day. I have been supported by the leaders at FCC since having a child to go part time which has been fantastic for me achieving a work-life balance that better suits my family.

I have also been encouraged to pursue NPQ qualifications in the areas of teaching that motivate me most as well as being given the opportunity to mentor trainee teachers."

K Carlisle Science Teacher

Job Description

Post title: HR Officer
Salary: Grade 8, Pts 23- 26, actual starting salary £39,152
Contract type: Full time and permanent, subject to a probationary period
Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)
Responsible to: Director of Resources

CORE PURPOSE OF THE POST:

The HR Officer will take operational ownership of HR administration, compliance, recruitment processes, employee records and HR systems across the college.

This is not simply an HR administration role. The post holder will be expected to identify what needs doing, recognise risks and gaps, prioritise effectively, propose solutions and take responsibility for delivering agreed actions. They will work closely with the Director of Resources and the Senior Leadership Team, but must be confident working independently without requiring day-to-day direction.

The post holder will ensure that:

- HR records and documentation are accurate and compliant;
- recruitment and onboarding are efficient, professional and safeguarding-focused;
- managers and employees receive accurate and timely HR support;
- employment documentation is produced accurately;
- HR risks are identified and escalated appropriately;
- HR systems and processes are continuously reviewed and improved;
- workforce planning supports the needs of the college; and
- senior leaders can have confidence that the college's day-to-day HR function is being managed effectively.

A fundamental expectation of this role is accuracy, professional judgement and attention to detail.

KEY ACCOUNTABILITIES

The post holder will have responsibility in the following areas:

- HR Compliance, Audit and Governance
- Employee Records, DBS and Safer Recruitment Compliance
- Recruitment
- Recruitment Strategy and Workforce Planning
- Contracts and Employment Documentation
- Employee Support and HR Advice
- Culture and Employee Experience
- HR Systems and Process Improvement
- Safeguarding and Data Protection

DUTIES AND RESPONSIBILITIES

HR COMPLIANCE, AUDIT AND GOVERNANCE

Take ownership of maintaining a robust and compliant HR function. Responsibilities include:

- Conduct and maintain a comprehensive audit of HR operations, including contracts, policies, personnel records, recruitment, onboarding and compliance documentation.
- Monitor compliance with relevant employment legislation, UK GDPR, safeguarding requirements and college policies.
- Proactively identify gaps, inconsistencies and risks within HR systems and practices.
- Maintain a clear HR compliance action plan and ensure identified actions are progressed.
- Review and update HR policies and procedures in response to legislative, regulatory and organisational changes.
- Ensure appropriate audit trails exist for significant HR decisions and changes.
- Escalate significant employment, safeguarding, data protection or organisational risks promptly to the Director of Resources.
- Provide regular assurance to the Director of Resources regarding HR compliance.
- Complete an annual Workforce Census.

The expectation is not simply to identify problems, but to recommend practical solutions and take ownership of implementing agreed improvements.

Job Description

EMPLOYEE RECORDS, DBS AND SAFER RECRUITMENT COMPLIANCE

Take responsibility for ensuring employee records are accurate, complete, secure and compliant. This includes:

- Maintain accurate and up-to-date personnel records.
- Monitor DBS status, references, right-to-work documentation, safeguarding training and other mandatory employment checks.
- Maintain appropriate compliance trackers and ensure outstanding documentation is actively followed up.
- Ensure safer recruitment requirements are consistently applied.
- Identify missing, expired or incomplete documentation and resolve this promptly.
- Undertake periodic audits of employee records.
- Ensure sensitive information is stored, shared and processed appropriately.
- Maintain appropriate confidentiality and GDPR standards at all times.

RECRUITMENT

Take operational ownership of recruitment processes across the college. Responsibilities include:

- Coordinate recruitment campaigns from vacancy approval through to appointment.
- Produce and publish accurate, professional recruitment materials.
- Ensure applicants receive clear, professional and timely communication throughout their candidate journey.
- Coordinate shortlisting and interviews efficiently.
- Ensure interview scheduling takes account of interviewer availability and organisational capacity.
- Maintain accurate recruitment records.
- Coordinate offers and pre-employment checks.
- Ensure recruitment processes meet safer recruitment requirements.
- Monitor recruitment performance and identify opportunities for improvement.
- Develop recruitment pipelines for roles which are regularly required.
- Identify appropriate recruitment platforms, partnerships and channels.

Candidate experience matters. Every interaction with an applicant represents the college and must reflect our values and professional standards.

RECRUITMENT STRATEGY AND WORKFORCE PLANNING

Work with the Director of Resources and the Senior Leadership Team to anticipate future workforce requirements rather than responding only when vacancies arise. The HR Officer will:

- Develop scalable approaches to recruiting roles which are regularly required.
- Support workforce planning across the college.
- Monitor recruitment requirements and anticipate emerging staffing pressures.
- Analyse recruitment activity and identify barriers to successful recruitment.
- Recommend recruitment channels and approaches based on evidence.
- Develop consistent recruitment and onboarding processes that can operate effectively as the needs of the college change.

CONTRACTS AND EMPLOYMENT DOCUMENTATION

Take responsibility for producing accurate and legally compliant employment documentation. This includes:

- Prepare employment contracts.
- Prepare contract variations.
- Produce offer letters and other employment correspondence.
- Maintain appropriate templates.
- Ensure contractual information reflects agreed employment terms.
- Maintain accurate records of contractual changes.
- Check documentation carefully before it is issued.
- Keep templates under review in response to legislative or organisational changes.

EMPLOYEE SUPPORT AND HR ADVICE

Act as an approachable and knowledgeable first point of contact for routine HR matters. Responsibilities include:

- Respond to employee HR queries professionally and promptly.
- Provide managers with accurate guidance on HR policies and procedures.
- Organise and support all probation, absence, performance, capability, disciplinary and grievance processes.
- Maintain appropriate records of HR matters.
- Identify when matters require escalation or specialist employment advice.
- Support managers to apply policies consistently and fairly.
- Promote positive employee relations throughout the college.

Job Description

CULTURE AND EMPLOYEE EXPERIENCE

Work proactively with the Director of Resources and senior leaders to develop a positive, inclusive and supportive working environment. This will include:

- Identify opportunities to improve employee experience.
- Support effective induction and onboarding.
- Seek and analyse appropriate employee feedback.
- Identify emerging themes or concerns and bring these to senior leadership.
- Contribute ideas rather than waiting for initiatives to be assigned.
- Support initiatives relating to staff wellbeing, inclusion, retention and engagement.
- Help ensure the values of the college are reflected in HR practices.

CULTURE AND EMPLOYEE EXPERIENCE

Work proactively with the Director of Resources and senior leaders to develop a positive, inclusive and supportive working environment. This will include:

- Identify opportunities to improve employee experience.
- Support effective induction and onboarding.
- Seek and analyse appropriate employee feedback.
- Identify emerging themes or concerns and bring these to senior leadership.
- Contribute ideas rather than waiting for initiatives to be assigned.
- Support initiatives relating to staff wellbeing, inclusion, retention and engagement.
- Help ensure the values of the college are reflected in HR practices.

HR SYSTEMS AND PROCESS IMPROVEMENT

Take ownership of developing efficient and scalable HR systems. Responsibilities include:

- Lead the effective implementation and ongoing development of the college's chosen HR platform.
- Ensure HR systems contain accurate and current information.
- Identify opportunities to automate or streamline administrative processes.
- Develop clear workflows for recruitment, onboarding, employee changes and leavers.
- Reduce unnecessary duplication and manual administration.
- Work with IT and other central services where systems overlap.
- Ensure appropriate access controls and information-security measures are maintained.
- Develop processes capable of supporting the changing needs of the college.

SAFEGUARDING AND DATA PROTECTION

The HR Officer works within a college supporting children and young people, some of whom are vulnerable. The post holder must:

- Uphold the college's safeguarding responsibilities at all times.
- Ensure HR and recruitment processes reflect safer recruitment and safeguarding best practice.
- Handle sensitive and confidential information appropriately.
- Comply with UK GDPR and the Data Protection Act 2018.
- Maintain appropriate confidentiality.
- Recognise and report potential data breaches.
- Complete all required safeguarding and data protection training.
- Maintain current knowledge relevant to their responsibilities.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher/Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to carry out other tasks and duties as directed by the Director of Resources that are commensurate with the grade and responsibilities of the post.

Person Specification

Post title: HR Officer
Salary: Grade 8, Pts 23- 26, actual starting salary £39,152
Contract type: Full time and permanent, subject to a probationary period
Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)
Responsible to: Director of Resources

	Essential (E) / Desirable (D)
ESSENTIAL EXPERIENCE	
Substantive experience working in a generalist HR role, rather than solely HR administration or recruitment coordination.	E
Experience managing HR processes independently.	E
Experience producing employment contracts and HR documentation.	E
Practical experience of recruitment and onboarding.	E
Experience maintaining employee records and HR compliance systems.	E
Working knowledge of UK employment practices and employment legislation.	E
Experience handling confidential and sensitive employee information.	E
Experience providing HR guidance to managers.	E
Experience working with HR systems or platforms.	E
ESSENTIAL KNOWLEDGE AND SKILLS	
Excellent organisational skills.	E
Exceptional attention to detail.	E
Strong professional judgement.	E
Ability to identify risk and determine when something requires further checking or escalation.	E

Ability to prioritise effectively.	E
Excellent written communication.	E
Confident and professional verbal communication.	E
Ability to work independently.	E
Ability to manage competing priorities.	E
Ability to develop systems and processes rather than simply operate existing ones.	E
Confidence identifying gaps or weaknesses and proposing solutions.	E
Good working knowledge of Microsoft 365.	E
Strong understanding of confidentiality and UK GDPR.	E
Understanding of safer recruitment principles.	E

QUALIFICATIONS

Relevant HR professional experience demonstrating the competencies required by the role.	E (or equivalent experience)
CIPD Level 5 or above, or equivalent professional HR qualification.	D (highly desirable)
We particularly welcome applications from candidates with substantial practical HR experience who can demonstrate equivalent professional competence.	

KEY ATTRIBUTES

We are looking for someone who is:	
Proactive: You notice what needs doing and take appropriate action without waiting to be given a task list.	E
Accurate: You understand that small errors in HR can have significant consequences and check your work accordingly.	E
Professionally curious: If something doesn't look right, you investigate rather than assume.	E

Person Specification

Accountable: You take ownership of your responsibilities and follow actions through to completion.	E
Solution-focused: You don't simply identify problems. You think about how they can be resolved.	E
Independent: You are comfortable managing your workload and making appropriate professional decisions without continuous supervision.	E
Risk-aware: You understand when additional verification, advice or escalation is necessary.	E
An excellent communicator: You understand that communication with applicants, employees and external professionals affects both people's experience and the college's reputation.	E
Reliable and discreet: You can be trusted with sensitive information and confidential situations.	E
Comfortable with change: You can operate effectively in a changing environment where not every system or process is already established.	E

SAFEGUARDING STATEMENT

Fullhurst Community College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and workers to share this commitment.

The successful applicant will be required to demonstrate a clear understanding of safeguarding responsibilities and safer recruitment.

Appointment will be subject to satisfactory pre-employment checks appropriate to the role, including references, right-to-work checks and the appropriate level of DBS check.

EQUALITY, DIVERSITY AND INCLUSION

Fullhurst Community College is committed to creating an inclusive workplace in which people are treated with dignity and respect.

We welcome applications from people with different backgrounds, experiences and perspectives and are committed to making reasonable adjustments throughout the recruitment process and employment.

fullhurst.leicester.sch.uk