

HR Manager
Job Description & Person Specification

Responsible to:	Head (with dotted line to the Director of Finance & Operations)
Works closely with:	SMT, Finance & Operations Team, Staff, Volunteers, Club Providers, VMTs, Governors
Line manages:	Potential to line manager HR Administrator/Assistant
Job Overview	The HR Manager supports the Headmaster and Senior Management Team to attract, develop, retain, engage, support and administer the employment of everyone who works for the School be they permanent or temporary members of staff, volunteers, VMTs, Governors or Club Providers. The HR Manager carries out and documents the necessary safeguarding checks for new and existing staff in accordance with Safer Recruitment guidance and best practice.
Duties and Responsibilities:	<p>PURPOSE OF THE ROLE</p> <p>The HR Manager:</p> <ul style="list-style-type: none"> • Provides strategic and operational advice to support the Headmaster, Director of Finance & Operations and SMT to help them to achieve the school's long term development plan and short term business objectives; • Is available to all staff throughout the school to support their health and wellbeing; • Provides advice, guidance and administrative service to ensure the school's compliance with best practice and current legislation; • Focuses on the administration and documentation of personnel records with particular attention to the real time and accurate maintenance of a 'real time and inspection ready' Single Central Register (SCR) • HR Strategy & Policy Development • Work with the SMT to develop and implement the school's HR strategy; • Advise on the full range of strategic HR matters e.g. organisational change and/or restructuring initiatives; • Create, implement and maintain all HR policies in the light of approved HR strategy and to reflect legislative and best practice requirements. <p>Recruitment & Selection</p> <ul style="list-style-type: none"> • Work closely with the SMT and other hiring managers to ensure that the school's recruitment policy and practices are effective and adhere to Safer Recruitment and legislative requirements; • Carry out the recruitment and selection process including drafting and updating job descriptions and selection criteria, drafting recruitment adverts, carrying out screening interviews for initial shortlist candidates, drafting interview schedules and participating in the Interview Panel;

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- Maintain the School's website careers page in real time; post job vacancies; monitor and remove vacancies once the closing date has passed;
- Post vacancies to appropriate vacancy websites and other publications; liaise with the Marketing department to ensure vacancies are promoted via the School's social media channels;
- Oversee recruitment process, including applicant registers and acknowledgement correspondence. For shortlisted candidates and new appointments, complete and accurately document ID and other necessary background checks; references, DBS applications and completion of online search. Prepare and distribute employment contracts and offers of employment; candidate rejection letters, recruitment filing etc.

Learning & Development

- Provide guidance and support with respect to the training and development needs of all staff throughout the school;
- Identify and implement appropriate training and learning opportunities to support staff to achieve their performance standards and objectives;
- Support the SMT with the implementation and development of the annual appraisal process; helping to identify and address trends, concerns, opportunities;
- Co-ordinate Induction training for all new staff; ensure the Induction process and documentation is completed thoroughly and in a timely fashion;
- Liaise with new hires to ensure their attendance at necessary induction meetings; issue and ensure the return of completed induction documentation; identify any areas of concern and raise this with the appropriate Department Head;
- Attend INSET training at the start of each term and departmental meetings as required.

Health & Wellbeing

- Act as a visible and credible point of contact for staff to help support their health and wellbeing;
- Signpost staff to Occupational Health / Counselling and other support services as required;
- With the support of the SMT, develop, implement and monitor the effectiveness of the school's "wellbeing charter";
- Identify and implement opportunities and initiatives to improve levels of engagement and wellbeing;
- Review absence rates throughout the school; ensure staff understand and are adhering to the correct absence reporting procedures; monitor reasons for absence identifying and acting on recurring themes, concerns etc.; advise on the procedures to be followed with respect to absence and sickness absence.
- Undertake Work Station Assessments for all new staff and existing staff as required;
- Act as note-taker to the Health and Safety Committee.

Communication

- Support the SMT to further develop methods of communication to ensure staff feel involved, trusted and engaged;
- Establish and run the school's Employee Liaison Group (ELG) with the objective of improving communication throughout the school; (the ELG would form the elected consultation body for any necessary formal employee consultations required in the future);
- Conduct regular staff engagement surveys providing recommendations to the SMT;
- Conduct Exit Interviews; prepare employee turnover reports with recommendations for submission to the SMT;
- With support from the Head of Marketing & Communications, prepare and maintain

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engaging and easy to understand hard and electronic documentation to promote the school's HR policies, procedures, benefits, job opportunities etc.

Performance Management

- Assist the SMT with the effective oversight of staff performance management throughout the school;
- Advise on the correct procedures to be followed with respect to managing any performance or disciplinary concerns and for any grievances raised;
- Monitor probationary periods for new staff providing guidance and support to the line manager and employee as required;

Compensation & Benefits

- Jointly responsible with the Finance Services Assistant for the monthly payroll; check and sign off payroll for the Director of Finance & Operations' final approval;
- Liaise with the Director of Finance & Operations and Headmaster on all aspects of remuneration, benefits and allowances for staff;
- Ensure the school's compliance with contractual and statutory rights to pay and benefits;
- Communicate the school's pension plans to staff;
- Advise staff on statutory and contractual matters e.g. maternity leave, absence, compassionate leave, retirement etc.
- Benchmark salaries and benefits against competitors and the market; maintain awareness of market trends and advise the Headmaster and Director of Finance & Operations accordingly.

Administration

- Responsible for the development and management of HR Processes and Information Systems;
- Issue and compile on return all new starter administration including payroll and pension documentation / set up new starter file with new hire checklist / co-ordinate new hire information with the Finance Services Assistant to ensure they are set up correctly and promptly on payroll;
- Ensure the timely maintenance of the all electronic (iSams, VWV etc.) and hard paper copies of personnel, absence and training records;
- Set up and maintain hard copy and electronic personnel files (currently iSams) for all staff including but not limited to Governors, VMTs, Supply Staff, Club Leaders etc.; ensuring all essential documentation is contained within each file e.g.: documentary evidence of vetting and background checks, application form, interview notes;
- Maintain the eLearning platform (currently VWV) adding new starters, removing leavers ensuring that all relevant training is completed within the necessary timescales; arrange child protection training for new starters and ensure their attendance; ensure the completion and recording of health and safety, safeguarding and other compliance training; maintain the central register of Governor training;
- Maintain the Supply Staff register; carry out DBS checks against the update service as required; notify Deputy Heads of changes to supply staff availability; alert any safeguarding check concerns to the Designated Safeguarding Lead (DSL)/Head;
- Arrange exit interviews for employees who have tendered their resignation; prepare resignation acceptance letters from the Headmaster (for teaching staff) and from Human Resources; complete the "off boarding administration" for leavers;
- Draft responses to external reference request for approval by the Director of Finance & Operations / Head where appropriate;
- Ensure compliance with the School's Data Retention Policy with respect to employee and leavers personnel;
- Carry out annual pay review and 3 yearly pension auto enrolment in liaison with Finance Services Assistant/Payroll;

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	<ul style="list-style-type: none"> • Work with the DSL and Deputy Head Co-curricular to undertake the necessary checks for clubs and lettings, Place 2 Be and other service providers; • Comply with the School's code of conduct including abiding by a code of confidentiality. School matters should not be discussed outside school.
Keys Skills & Knowledge:	<ul style="list-style-type: none"> • Previous experience working as a generalist HR Manager level or equivalent in a fast paced, compliance focused organisation; • Previous experience of the Single Central Register (SCR) and compliance requirements is strongly desirable; • Experience/knowledge of Payroll and benefits, including pension; • Previous experience of working in a School or educational environment would be an advantage; • Knowledge of iSAMS, PASS and CPOMS Staffsafe would be an advantage, but is not essential.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Educated to degree level or equivalent; • CIPD Level 5 or above (or working towards) although equivalent experience will be considered; • Demonstrates the commitment and ability to promote the welfare and protection of children within the School; • Demonstrates knowledge of current employment legislation; • Able and willing to work at both a strategic and operational level; • Excellent administration skills – proficient with Microsoft Office and HR (or other) databases; • Demonstrates a genuine desire to work within a compliance / HR environment; • Demonstrates generalise HR skills in particular - employee relations, performance management, recruitment and selection, employee engagement and wellbeing; • Relishes working in a busy and small close knit team; willing to turn your hand to a wide variety of tasks – ‘no job too big or too small’ approach; able to prioritise a busy and varied workload; • Self-motivated and focused, works well using own initiative; looks ahead; is flexible and pro-active in their approach to work; • Well organised with a keen eye for detail and a stickler for accuracy; • Confident and clear communicator – able to communicate effectively at all levels; confident escalating issues or concerns; • Tactful, diplomatic, honest and trustworthy; • Comfortable working to strict timescales and deadlines; • Able to work additional hours as required by the timetable and calendar of events (published in advance); • Willing to undertake the training necessary for this role and working in a school environment.
Commitment to Safeguarding and Welfare	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the HR Manager will:</p> <ul style="list-style-type: none"> • Help to safeguard the children's wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which the children can learn. • Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.

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	<ul style="list-style-type: none"> • Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
<p>Promoting the Health, Safety and Wellbeing of Pupils and Staff</p>	<p>At all times the HR Manager will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School’s H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility.

Closing date for receipt of applications: **5.00pm on Monday 8th April 2024**

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