

## **JOB DESCRIPTION**

**Post Title:** Human Resources Manager

**Responsible to:** Prior Administrator

**Supervisory responsibility:** HR and Compliance Officer

**Date of Issue:** November 2016

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **Main Purpose of Job**

As a generalist HR Manager with a bias towards employee relations, you will be in a varied role and responsible for the operational delivery of all HR services that support the goals and ambitions of the School and the Abbey. You will advise and support on the full range of HR areas including policy, employee relations, absence management, employee pay and benefits, recruitment and induction, training, capability and development – in a true generalist role.

Building effective and professional relationships with the Senior Leadership Team, Managers and Faculty Heads across the Organisation, you should be able to maintain high standards of work in a busy environment and understand the importance of our values and implement these in your day to day work.

### **Key Duties and Responsibilities**

#### *Employee Relations*

- Provide HR advice, guidance and support to Managers on policy and process and best management practice covering the range of HR issues: Disciplinary, capability, grievance and help to develop and nurture their line management skills.
- Manage absence and occupational health processes, handling case review meetings with employees, liaising with GPs and Occupational Health providers and offer support to line managers.
- Manage the Sponsorship Management process for our Tier 2 and Tier 5 Religious Workers and Tier 2 employees maintaining immigration details and updating the sponsorship licences as appropriate. Providing advice and support to the Religious Workers on the visa application process.
- Support line managers on operational reviews, providing advice and planning on restructures.
- Work with line managers to ensure the effective performance management and appraisal of staff.
- Deal with (sometimes) complex disciplinary/capability issues using HR and employment law knowledge, liaising with Occupational Health or Legal advisors as appropriate.

- Manage a range of employment contracts which includes zero hours, annual hours, term time, part-time, full time and also maintain a list of self-employed contracts.
- Maintain a list of approved contractors.

### *HR Policy and Compliance*

- Maintain and develop HR policy in line with current employment law and best practice.
- Ensure HR activity is aligned with the strategic development plan and overall business objectives.
- Work with the HR & Compliance Officer to ensure that all areas of compliance are in line with the statutory, regulatory and legislative requirements (ISI and KCSIE).
- Maintain the Single Central Register of appointments and meet regularly with the Safeguarding Trustee, Safeguarding Governor and Head Master to ensure compliance.
- Produce standard letters, vary terms and conditions, confirm extensions to contracts etc.
- Maintain the HR database (Croner Simplify) and consider effective use and development of management reports.
- To undertake ad-hoc projects e.g. operational reviews.
- Provide HR update reports when required to Governors or Trustees.

### *Resourcing*

- Strategic approach to resourcing candidates building upon the employer brand and overseeing the interview process.
- Overall responsibility for recruitment activity, utilising the HR & Compliance Officer.
- Working with the HR & Compliance Officer to produce meaningful analysis of recruitment expenditure and candidate management.
- Overseeing the induction and on-boarding process for new employees and volunteers, looking at ways of improving the candidate experience.
- Developing the Volunteer base and associated policies and procedures within the School, Abbey Library and Visitor Centre.

### *Remuneration and Benefits*

- Working closely with the Finance department on compensation and benefits and maintain remuneration details, contributing to annual reviews where appropriate.
- Supporting the Head Master and Chief Executive on the development of a pay structure for teaching staff.
- Manage the contract with the School's Employee Assistance Provider ensuring that staff are clear about services provided and that the level of service from the Provider meets organisational needs.
- Maintain and promote the range of benefits available.
- Identifying no-cost/low-cost benefits e.g. salary sacrifice schemes.

### *Learning and Development*

- Providing guidance on development for managers and their teams where appropriate.
- Developing an online performance management process.
- Providing support and advice to Deputy Head Master on Insets and relevant training.

### **General**

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Downside School.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. This list is not exhaustive.

### **Data Protection**

In the course of employment at Downside, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

### **PERSON SPECIFICATION**

| <b>ATTRIBUTES</b>                          | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   |
|--|---|--|
| <b>Qualification</b>                       | <ul style="list-style-type: none"> <li>• MCIPD qualified with proven experience in a busy generalist HR role</li> </ul>   | <ul style="list-style-type: none"> <li>• Degree or management qualifications</li> </ul>  |
| <b>Knowledge and Skills</b>                | <ul style="list-style-type: none"> <li>• Strong employee relation skills a good knowledge of employment legislation</li> <li>• Commercially astute</li> <li>• Experienced with HRIS</li> <li>• Excellent communicator (verbal and in writing) with good interpersonal skills – Able to deliver presentations to different audiences; able to communicate effectively with colleagues, senior management, governors and government agencies when necessary</li> <li>• Able to build strong and credible relationships</li> <li>• Well-developed influencing skills</li> <li>• Ability to research, analyse and reason logically</li> <li>• Be confident about gathering facts and statistics and undertaking financial calculations</li> <li>• Excellent administrative and organisational skills</li> </ul> | <ul style="list-style-type: none"> <li>• Schools or education sector knowledge</li> <li>• HRIS (Croner Simplify or Simply Personnel)</li> <li>• Experience of working with Trade Unions</li> <li>• Completion of 'Safer Recruitment' training would be preferable but not essential as training will be provided.</li> </ul> |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>• Previous staff management experience</li> <li>• Policy development and implementation</li> <li>• Providing professional advice and support to senior managers on operational HR matters, interpreting HR policies, procedures, conditions of service and relevant legislation</li> <li>• Leading HR restructuring projects and implementing new initiatives</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of negotiating agreements and handling redundancies</li> </ul>   |
| <b>Personal competencies and qualities</b> | <ul style="list-style-type: none"> <li>• High level of professionalism, resilience and personal effectiveness</li> <li>• Committed to providing good customer service</li> <li>• Approachable, calm and diplomatic</li> <li>• Excellent time manager and able to adapt to new challenges quickly</li> <li>• Willingness to take responsibility</li> </ul>   |  |

**Received by:** .....

**Signature:** .....

**Date:** .....