

HR MANAGER
PART TIME – 52 WEEKS
JOB DESCRIPTION

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value-added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

Reporting to the Head of HR/ Bursar, the post holder will be responsible for overseeing all aspects of HR process and practice, providing a responsive, professional service to staff. As a member of the leadership team you will support the School's needs and ensure the proper implementation of School objectives and strategy as well as the development, implementation, application, maintenance and monitoring of robust HR processes and policies throughout the School. An experienced HR Manager with a strong generalist skillset, you will be required to complete a variety of projects, often simultaneously as well as day to day system and administrative duties. A proven commitment to people development is vital. Whilst the HR team is small you will have the opportunity to build great relationships and work closely with professionals across the whole School community.

JOB SPECIFICATION

The duties of the post holder will include but not be limited to;

- Providing a comprehensive and effective HR service to all members of the RMS community, ensuring matters are dealt with appropriately and in accordance with School policy and practice and employment legislation
- Actively seeking to implement and comply with the School's Safeguarding policies and procedures, demonstrating a commitment to the safety and welfare of children via robust Safer Recruitment processes
- Taking an advisory and proactive role in the strategic management of staff resourcing at the school with the Head Teacher, Bursar and governing body
- Line management of the HR Administrator and accountability for the accuracy and timeliness of information produced by HR department
- Managing the recruitment process, ensuring excellent standards of accuracy and professionalism, delivering high calibre candidates for all vacancies within budget
- Reviewing and updating policies ensuring they are legally compliant and fit for purpose
- Supporting the Head and Bursar in the provision of accurate and timely information relating to HR policies and practices
- Developing the use of online access to HR resources, reducing the need for hard copy
- Actively promoting staff development opportunities, thinking creatively and developing training needs and solutions
- Working closely with departments in assisting line managers to understand and implement policies and procedures such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Providing accurate and timely HR advice and support suitable for the school environment
- Ensuring accurate records are maintained in accordance with employment legislation and data protection laws
- Completing accurately all HR administration e.g. contracts, amendments for payroll, absence, holidays

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community as well as an affinity and understanding of the ethos of the school. A willingness to take a hands-on approach when required will be essential.

PERSON SPECIFICATION

Experience and skills

Essential

- Strong IT skills particularly Word, Outlook and Excel
- Previous experience of working independently in an HR department
- Experience of working with HR cases and a demonstrative knowledge of employment law and policy
- Experience administering end to end recruitment process
- Excellent communication and interpersonal skills
- Ability to analyse and understand data.
- Systematic approach to tasks, with excellent attention to detail/ accuracy.
- Proven organisational and administrative skills, with the ability to remain calm and positive under pressure and work to deadlines.
- Proactive approach to planning and prioritising work with the ability to use initiative appropriately

Desirable

- CIPD qualified
- Experience of HR software and systems e.g. Sage
- Previous experience of working in a School environment

Personal Attributes:

The successful holder of this post will need to demonstrate he/she:

- Is customer focused
- Demonstrates a commitment to personal professional development
- Has the ability to learn and implement new processes
- Is professional in appearance and telephone manner
- Is proactive, with a can - do attitude
- Enjoys working as part of a team
- Thinks creatively, particularly when problem solving
- Uses their initiative
- Pays great attention to detail
- Is confident working with senior managers, demonstrating sound influencing and negotiating skills
- Takes responsibility for getting things done
- Role models the RMS values
- Has a positive communication style, is tactful and diplomatic with excellent written and verbal skills
- Is flexible in approach and hours of work

TERMS OF EMPLOYMENT

The terms of employment include:

- Part time minimum 24 hours per week up to 37.5 hours per week, 52 weeks p.a paid pro-rata. (Total hours and days to be negotiated, including unpaid meal breaks)
- Salary scale SL2 (£30,422) – SL4 (£37,146) pro-rata, depending upon experience/qualifications
- 6 weeks' holiday
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.