HR MANAGER

JOB DESCRIPTION

*Reporting to: Head and Bursar*

About John Lyon

Founded in 1876 as an Independent day school for local boys, John Lyon (JL) is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with ‘value added’ at all levels, GCSE, AS and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon’s Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



The Role

The HR Manager will be responsible for the full generalist HR remit at JL and will be in daily contact with The Head and Bursar on all aspects of HR delivery for staff (c.130 employees).

The HR Manager will advise on a broad range of generalist HR areas including terms and conditions, learning and development, annual appraisal procedures, recruitment and performance management and will provide a responsive, high quality HR service to JL, also acting as an integral part of the wider HR team supporting both JL and Harrow School.

Although part of the shared John Lyon Foundation HR team, this position will be based in Le Beau House on JL's campus. Daily administrative support will be provided by both The Head's and Bursar's PA’s and HR Administration support provided by staff based at Harrow School.

Main Duties and Responsibilities

* To advise on complex cases and ensuring that employee relations issues, including disciplinary and grievance matters, are dealt with in a pragmatic way in order to minimise the risk of Employment Tribunals/other legal action;
* To manage recruitment and the HR aspects of Safeguarding, ensuring JL's Single Central Register is carefully maintained and recruitment protocols are adhered to;
* To support the development of the current HR systems;
* To support the development of KPls/management information, ensuring employee information is managed professionally and is available to inform organisational plans;
* To advise on terms and conditions of service, including pay and benefits as required and manage all ongoing contractual administration matters;
* To manage the annual salary review process, including putting in to effect the salary increase (if any) approved by Foundation Governors;
* To assist with the HR team's on-going commitment to review and develop the contractual and policy frameworks in line with legislative and best practice changes;
* To advise on the people aspects of departmental reviews and resulting restructures, ensuring legal and internal policy compliance;
* To undertake project work that contributes to the development of either JL or Harrow School as required;
* To develop and administer the HR budget for JL, as requested, in conjunction with the Finance Director and Bursar;
* To work flexibly as part of the wider HR team, supporting colleagues with tasks as needed and ensuring colleagues are kept up to date on matters related to JL;
* To expect support from colleagues based at Harrow and to actively engage with them on a regular basis to build positive relationships and ensure overall team success;
* To actively review the current HR function and seek new methods of delivery and consider the need for additional support in order to meet organisational demands;
* To liaise with payroll as required, ensuring instructions are clear and deadlines are adhered to;
* To take ownership for their own continuous professional development, sharing updates with colleagues as appropriate.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Person Specification

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their qualifications, best demonstrates their proven skills and abilities as follows:

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION** |  |  |
| Educated to degree level or equivalent | X |  |
| Postgraduate Qualification in HR Management e.g. CIPD | X |  |
| **EXPERIENCE** |  |  |
| Suitable HR experience, ideally gained within a range of complimentary sectors | X |  |
| Has operated at HR Manager level within a School environment |  | X |
| Has extensive experience of managing a range of complex casework through to conclusion, including restructures, disciplinary and grievances | X |  |
| Substantial experience of managing recruitment  | X |  |
| Experience of successfully maintaining a single central record within a school environment |  | X |
| Excellent IT skills: Word, Excel, Database software, Internet and e-mail | X |  |
| Has extensively used HR reporting systems and is comfortable producing management information | X |  |
| Has previously designed and delivered in house training to a good standard |  | X |
| Has good knowledge and a practical understanding of GDPR requirements |  | X |
| **SKILLS AND PERSONAL QUALITIES** |  |  |
| Comfortable working in a 'standalone' role or as part of a team | X |  |
| Able to work successfully as part of a team, adding value to the team as a fully contributing member regardless of location | X |  |
| Able to build and maintain positive professional relationships | X |  |
| Possess a sound understanding of employment law | X |  |
| Is comfortable supporting managers of all levels and experience, giving advice and/or coaching as necessary. | X |  |
| Excellent administrative and clerical skills including possessing a keen eye for detail | X |  |
| Willing and able to undertake the role of 'critical friend' with all levels of management including SMT | X |  |
| Initiative, common sense, patience and creativity | X |  |
| Possesses a flexible approach to work | X |  |
| Possesses the ability to prioritise and manage a varied workload. Able to deal with ambiguity. Able to work quickly and calmly whilst under pressure | X |  |
| Possess a high degree of tact and diplomacy | X |  |
| Maintains confidentiality and treats colleagues with respect | X |  |
| Possess a high standard of literacy | X |  |
| A high standard of personal presentation | X |  |
| Is able to demonstrate an on-going commitment to CPD | X |  |

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 Child Protection 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 School’s Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others’ health and safety. The John Lyon School is an Equal Opportunity Employer