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**GEORGE MITCHELL SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE: Human Resources Manager**

**(48 weeks p.a., 36 hours per week)**

**GRADE: PO2**

**REPORTING TO: Headteacher**

**PURPOSE:**

**Human Resources (HR)**: To be responsible for the day to day provision of a specialist Human Resources service, which includes the processing of all HR procedures, HR records and data management. In conjunction with the School Business Manager to be responsible for the periodic review of all relevant school policies to ensure compliance with employment law and good practice.

**Recruitment:** To be responsible for the efficient recruitment of teaching and non-teaching staff to the school in compliance with legal guidelines and Trust/Local Authority requirements. To ensure that the school adheres to the relevant HR legislation particularly regarding the recruitment process for both safeguarding and employment law.

**Safeguarding**: In compliance with the latest safeguarding legislation, to be responsible for the maintenance of the school’s safeguarding procedures and record keeping which includes the processing of DBS and Children’s Barred List checks and the operating of the Local Authority/Trust Safer Recruitment Policy.

**MAIN DUTIES**

**Human Resources**

1. To be responsible for the maintenance of confidential HR records on the MIS (SIMS, SBS) and in hard copy files, ensuring they are kept up to date, accurate and that the all legal requirements are met.
2. To check and verify the monthly payroll to ensure that new employees, variations to existing contracts and pay are accurate and all variances are accounted for.
3. To ensure that contracts of employment, contract amendment letters and other HR documentation are issued and processed in a timely and appropriate manner.
4. To manage occupational health referrals, liaising with the Head Teacher, School Business Manager and the school’s HR advisors on the management of occupational health issues and organising relevant correspondence and meetings.
5. Support staff in obtaining special facilities and/or equipment necessary for their work. Liaise with internal and external associates including Occupational Health service providers, Access to Work etc.
6. Liaise with the Occupational Health Provider in the initial screening of pre-employment health questionnaires, referring on to Occupational Health where necessary.
7. Where appropriate, to organise disciplinary and grievance interviews.
8. Provision of effective, timely and reliable advice and support to staff in dealing with general HR issues including those relating to induction, probation, absence and other general enquiries.
9. To liaise with our third party HR advisors in relation to specific complex issues under the direction of the Head Teacher.
10. Review all relevant HR policies regularly to ensure they comply with legal and Local Authority/Trust guidelines and advise the Head Teacher.
11. To effectively monitor the management of pension schemes and associated services and to complete the required returns to the Local Authority/Trust.
12. To actively promote staff well being and to ensure staff access to appropriate employee support schemes.
13. Record all staff absences and report regularly to the Deputy Headteacher. Make sure self-certificates are completed and Medical Certificates are produced where necessary. Complete monthly sickness absence returns.
14. To liaise with the Deputy Headteacher in respect of leave of absence requests, staff absences and queries.
15. To work with the cover manager and Deputy Headteacher to ensure all staff absence records are up-to-date and recorded accurately.
16. To be responsible for the annual audit of staff data.
17. Order Childcare Vouchers monthly for eligible staff.

**Recruitment**

1. To lead and manage all functions associated with the recruitment of staff.
2. To prepare advertisements for publication in various media ensuring accuracy and consistency.
3. To prepare job descriptions and person specifications as requested.
4. To produce and distribute timetables, and schedules of activities for interviews and notify the candidates and the panel.
5. To take part on interview panels when required.
6. To liaise with relevant agencies and source appropriate advertising media, keeping to deadlines and ensuring best value.
7. To oversee the coordination of all recruitment activities throughout the course of the interview day, including; leading tours of the school, refreshments and arranging any specialist equipment required for activities.
8. To maintain effective files of unsuccessful applicants and ensure confidential disposal ensuring data on number of requests for applications and other required monitoring in accordance with the school’s recruitment policy.
9. To prepare staff contracts (following LA/trust and legal guidelines) and finalise offers of appointment to new staff.
10. To check DFE website to verify QTS.
11. To take up references, process all DBS and medical forms and monitor satisfactory returns and chase up any other relevant missing paper work.
12. To ensure all pension forms are completed and returned to the Local Authority/Trust and Pensions Agency.
13. To liaise with the School Business Manager and Headteacher on all matters concerning recruitment.
14. To keep up to date with statutory/legal requirements in respect of all areas of recruitment.

**Safeguarding**

1. To be responsible for the maintenance of the school’s Single Central Record of DBS and Children’s Barred Lists checks.
2. To carry out DBS and Children’s Barred List checks as appropriate.
3. To process DBS forms for all new staff, governors and volunteers and ensure a quick and efficient turnaround of DBS checks and to immediately notify the Headteacher or Governing Body of any safeguarding concerns.
4. To assist the School Business Manager and Assistant Headteacher to educate the whole staff community to understand individual roles in the safeguarding process and to ensure that the school is compliant with safeguarding legislation.

**Payroll and Supply**

* Ensure all payroll data is entered and maintained accurately, carrying out consistency checks prior to payroll cut off and other key dates.
* Ensure that all starter and leaver payroll information is communicated efficiently and within the relevant timeframes.
* Put in monthly overtime claims, additional payments to payroll by deadline. To monitor, approve and check payroll changes and additional payments against the budget, pay policy and TDA guidelines.
* To manage the responsibilities and effective communication in relation to the adjustments to TLR, position grading, golden hello, recruitment and retention incentives and contract variations.
* Be responsible for the smooth implementation of the annual Pay Award, ensuring the timely collation of accurate data and preparation of all associated paperwork.
* Inform payroll of up and coming maternity leave.

**Administrative Support**

1. Collate and file all performance management documentation relating to staff appraisals.
2. Administer governor meetings. Keep record of signed minutes, policies.
3. Act as the school’s clerk to governors, liaising directly with governors on behalf of the school.

**Other Duties**

1. At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.
2. To draft letters, arrange meetings and take minutes as required.
3. To have a high standard of ICT skills in order to undertake typing tasks, including letters, minutes, reports and spreadsheets and to undertake confidential reprographic duties as required.
4. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, behaviour for learning, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate senior leader.
5. Contribute to the overall ethos/work/aims of the school.
6. To attend all out of hours twilight Inset sessions.
7. To be flexible and work according to needs which may involve assisting other areas which are commensurate with the grading of the post.
8. To provide any other general administrative services needed by the Headteacher, as requested.
9. To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
10. The post holder may, occasionally be required to carry out other duties provided that they are within the general level of responsibility of the post and within the abilities of the post holder.
11. Address all other queries and update records such as Cycle to work scheme, Pensions, Length of Service awards, holiday entitlement, manual handling allowances, first aid etc

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

November 2018