**JOB DESCRIPTION**

**HR MANAGER**

**TERM TIME PLUS 2 WEEKS**

**Job Title:** HR Manager

**Grade:** LBR 12

**Hours:** 37 per week, term time only plus 2 weeks during term breaks

46.53

**Responsible to:** Head teacher

**Purpose of the Role**

* To be responsible for all HR processes and procedures throughout the school including recruitment and selection, induction, appraisal, training and development, compliance and policies.
* To provide support and guidance to all people managers with the full range of performance management processes
* To ensure the school is fully compliant with Safer Recruitment and that the Single Central Register is accurate and fully up to date. To have an overview of all employee relations and to provide advice to the Head teacher and Leadership Group on any employment regulation updates, HR processes or staffing.
* To be responsible for the line management of the school’s cover on a daily basis.

**Key Responsibilities**

**HR compliance**

* To ensure that the school is fully compliant in statutory employment, equality, health and safety obligations. Ensure all staff are aware of relevant policies.
* To follow safer recruitment practices in all recruitment processes and for ensuring the Single Central Register is up to date and accurate for all contacts with the school.
* To advise the Leadership Group and when necessary the Governing Body, on policy changes necessary due to developments in employment law
* To advise the Leadership Group on HR legislation and protocol/procedures to be followed around HR issues, eg. managing staff absence
* Liaise with HR advisors as appropriate to ensure the school remains compliant with statutory requirements and school policies, seeking and logging advice received and given
* Archiving files of leavers and unsuccessful applications, destroying HR paperwork securely in line with data protection regulations, ensuring information is easily accessible if required
* Manage exit processes including closing IT/email accounts and return of schools property, undertaking exit interviews when required

**Recruitment**

* To lead and manage the overall process for external and internal recruitment and selection
* To write and review job descriptions and person specifications
* To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates
* To lead and manage the interview process and timetable of the interview day (ensure interview records are kept in line with regulations)
* To screen candidates to include collation of job applications for shortlisting, arranging interview schedules and managing the interview process ensuring compliance at all stages of the recruitment process.
* To write letters of appointment, issue contracts of employment and provide any associated documentation during the employment lifecycle of a member of staff.
* To work with and support the Assistant Headteacher in leading and managing the induction process for all new staff with specific responsibility for the induction of all new associate staff and ensuring the induction process for ‘in-year’ appointments is thorough and compliant with the school’s induction policy
* To lead and manage the probationary review process for associate staff, ensuring review meetings are held and recorded.

**Employment policy and procedure**

* To provide information, training, advice and guidance to leaders and managers on the proper implementation and practice of the school’s HR policies and procedures
* To monitor staff attendance, in line with the school’s policies and procedures, including conducting absence management meetings and advising line managers in absence procedures and Occupational Health referral when necessary.
* To support the Headteacher and Leadership Group in matters relating to HR issues including disciplinary, grievance, capability matters.
* To deal with other staffing issues that may arise including handling issues of staff welfare and long term sickness
* Provide appropriate maternity/paternity advice regarding entitlement of leave and requests for flexible working
* Manage communications to staff during maternity/paternity leave including returning to work meetings, keeping in touch days, changes including updates in legislation
* Provide communication to all staff on any HR related matters
* To inform and advise on HR matters at Governor’s meetings as required
* Review, develop and maintain HR policies and procedures under the direction of the Headteacher and/or Business Manager, including appropriate consultation with external HR provider, Legal Advisers, Trade Unions, Governors and school staff ensuring that they meet all statutory and legal obligations
* Prepare, organise and attend hearings, HR-related panels, and Human Resource meetings as required
* Attend and advise the Governing Body or Governing Body committee meetings as required
* Process all leave of absence and flexible working requests in line with the relevant policy providing accurate and timely information to staff, managers and Governors in line with legal statutory and procedural obligations
* Ensure a high level of knowledge and understanding of current employment law and best practice
* Act as the Investigating Officer for staff, parent/carer or third party complaints, in line with the schools complaints policy. Provide accurate and timely information and advice to the Head teacher/Governors where appropriate
* Log all staff absences and ensure compliance with relevant policies relating to staff well-being and absence management, ensuring return to work interviews are completed, monitoring absence levels throughout the school, administering OH referrals, highlighting areas of concern and discussing adjustments with line managers and senior leaders as appropriate. Implement strategies to manage, monitor and improve staff attendance and well-being
* Provide support and advice for line managers in relation to managing staff attendance
* Analyse data relating to staff absence, including identifying patterns and trends and initiating appropriate follow-up action at both an operational and strategic levels to increase attendance

**Cover Arrangements**

* To oversee daily cover arrangements for teaching staff cover for planned and unplanned absences within the agreed system of supervision.

**VALENTINES HIGH SCHOOL**

**PERSON SPECIFICATION**

**HR MANAGER**

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| **Area** | **Essential** | **Desirable** |
| Education | * Professional qualification in HR Management | * Degree or equivalent |
| Experience | * At least 3 years proven experience of delivering an efficient and effective HR service * Currently employed as a middle manager with experience of working with senior management * Experience in managing a significant range of HR Management functions including less complex grievance and disciplinary matters * Experience of autonomous working * Experience of developing and implementing HR policies * Understanding and application of employment law to policy development * Proven experience and high level of understanding of the principles of delivering an HR best practice service * Experience of formulating and implementing new policies * Experience of negotiating, influencing and consulting with trade union and professional association colleagues on HR issues | Knowledge and working experience of secondary school administration at an appropriate level to include:   * Experienced user of SIMS * Knowledge of Teachers/School Conditions of Service * Knowledge of Teachers & Local Government Pension Schemes |
| IT skills | * Excellent word processing, presentation, data base and spreadsheet skills. * Good statistical/numeracy skills |  |
| Leadership skills | * An ability to maintain confidentiality and act with discretion and diplomacy * Proven experience in developing and supporting line managers through change |  |
| Skills & qualities | * Empathy with educational values * Ability to prioritise workload, work under pressure and to deadlines * Good communication and written skills. Ability to plan and prioritise * Ability to work flexibly within a team and motivate staff * Demonstrates a discreet, confidential and professional attitude at all times * Attendance at events beyond school’s hours, by agreement * Able to manage data effectively and interpret complex data * Meticulous attention to detail and maintain high level of accuracy * Able to think and plan strategically * Able to produce reports for SLT and governors * Able to interpret advice/statute and to devise policy/practice in the light of these |  |