

## **HUMAN RESOURCES MANAGER – JOB DESCRIPTION**

Job Title: Human Resources Manager

Reports to: Bursar

Responsible for: HR Advisor

Purpose: To provide a comprehensive Human Resources service to Trent College and The Elms Junior School that delivers best practice in HR management and statutory compliance.

The Human Resources Manager will take full ownership of all HR matters, with a strong focus on safeguarding, recruitment, performance management and employee relations.

### **KEY RESPONSIBILITIES**

#### **Recruitment and Selection**

- Run recruitment campaigns for all School vacancies, by preparing job descriptions and advertisements etc, and managing through to their conclusion and the subsequent induction of new staff.
- Manage all supporting administration including obtaining references, DBS checks, preparing appointment letters etc.
- Ensure that the School's recruitment procedures and records are effective and meet Safer Recruitment requirements and those of the Independent Schools' Inspectorate.
- Be actively involved in the recruitment and selection process.

#### **Personnel files**

- Create and maintain personal files for all staff in accordance with Data Protection and Safeguarding legislation.

#### **Safeguarding and Child Protection**

- Undertake training in Safeguarding and Safer Recruitment.
- Responsible for safeguarding checks and maintenance of the Single Central Register.
- Oversee the administration of the Disclosure and Barring (DBS) checks required during the recruitment process and the lifecycle of the worker.
- Oversee the administration of all documentation and checks required for Agencies and Contractors and ensure that information is filed and kept up to date.
- Oversee the administration of all documentation and safeguarding vetting checks required for Volunteers.

#### **HR Processes and Information Systems**

- Manage the HR management information system at the School (currently PASS/iSAMS), ensuring accurate record keeping and compliance.
- Manage the communication to staff for pensions auto-enrolment.
- Develop and produce statistical reports on staffing eg costs, turnover, etc.
- Manage the Private Health Insurance Scheme and annual review process.

## **Training and Development**

- Advise the Executive on the School's staff training and development policy and procedures.
- Ensure the effective induction of all new staff.
- Develop and train the HR Advisor.
- Keep expertise and knowledge current, through continuous professional development.
- Analyse training needs for staff which are identified through the appraisal process and make recommendations on the sourcing of external courses where applicable.

## **Employment Legislation**

- Keep up-to-date with changes in HR legislation, guidance and good practice and to advise the School accordingly.
- Liaise with statutory and professional bodies.
- Advise on HR compliance matters.
- Liaise with employment lawyers as appropriate.

## **Employee Relations**

- Advise on all aspects of the employee lifecycle, including staff grievance and discipline matters.
- Introduce, develop and maintain HR policies and procedures.

## **Performance Management**

- Advise on effective performance management processes for teaching and support staff from induction, through probation and annual performance appraisal and development.
- Advise on the correct procedures to be followed in managing staff performance including absence and sickness.

## **Communication**

- With the Head and Bursar, ensure effective communication to all staff on relevant HR matters.
- Attend and present at meetings for staff and governors when required.
- Be an ambassador for the School at professional conferences and seminars.

## **Remuneration and Benefits**

- Regularly review and advise the Head and Bursar on remuneration and benefit trends.
- Provide relevant and accurate information to the Group Accountant for payroll and pensions.
- Liaise with payroll in the provision and administration of pensions and benefits.
- Contribute to the annual salary review for teaching and support staff.

## **HR Strategy**

- Work with the Head and Bursar on the School's HR strategy and implementation.
- Maintain the HR budget.
- Input into employee engagement and retention strategy.
- Performs any other duties at the request of the Head or Bursar which are commensurate with the level of the position.