**Human Resources and Compliance Manager**

**Job Description and Person Specification**

**Duties and Responsibilities**

This role encompasses the following duties:

* Human Resources Management
* Privacy Officer role
* Compliance Management

**Status of Post**: This is a permanent part time appointment commencing as soon as possible, subject to availability (anticipated to be 30 hours per week, 6 hours per day during term time, and up to 20 days per annum during school holidays)

**Responsible to**: The Bursar

# Key Tasks and Accountabilities

**HR**

* Liaising with SMT on recruitment requirements
* Writing job advertisements, job descriptions and applicant packs
* Assessing advertising avenues and negotiating charges
* Posting adverts and handling responses (facilitating sift and interview process, checking Right to Work in the UK)
* Inviting candidates to interview, taking references, checking qualifications, medical fitness etc
* Scheduling interview and assessment days with either the Bursar or the Deputy

Head (Academic)

* Sending offer of employment letters
* Carrying out employment checks
* Maintaining the Single Central Register
* Updating contracts according to legislative change and best practice
* Issuing contracts and inputting new staff on iSAMS database
* Updating and issuing self-employed consultant agreements
* Organising and delivering induction training on safeguarding and Prevent, fire safety, data protection, iSAMS and other key policies
* Maintaining CPD records, booking training and administering records
* Sickness and absence recording and filing of requests from staff
* Setting up and maintaining comprehensive HR database
* Update annual training and policy acknowledgement with whole staff
* Manage self-employed workforce facilities fees and insurance
* Monitor and record all employment checks on sub-contracted workforce
* Submit CME reports to South Oxfordshire CC according to legislative requirements
* Create and maintain Safeguarding Training Register
* Audit all Safeguarding with the DSL and implement changes as required

**Privacy Officer**

* First contact for all staff regarding data protection issues eg breaches, Subject Access Requests (SAR) etc
* Manage breach and SAR responses; researching and collating records
* Liaison with Information Commissioners Office (ICO) in event of breach
* Manage consents where required
* Carry out Data Protection Input Assessments for all new data processing systems
* Manage archiving -

Maximise archiving facility of iSAMS

Minimise existing paper archive

Develop protocol for passing pupil files to senior schools

Develop regime for minimising ongoing paper archive

Develop system for archiving historical digital data

* Implement GDPR changes and maintain all policies, contracts and agreements to GDPR standards
* Write and issue data sharing agreements and manage third party contracts/agreements
* Produce and deliver annual data protection training to all staff
* Create/manage protocol for processing alumni data

**Compliance**

* The key player in the provision of support and accurate up-to-date guidance and information to the Bursar to help him ensure that the school is legally compliant and up to date with all paperwork relating to the school policies for which the Bursar is responsible
* Ensure that changes in legislation are communicated to the Bursar
* Create and maintain policy review schedule feeding in to Bursar for annual review of all policies for which the Bursar is responsible, and ensure such policies are available (as required) digitally to all staff, inspectors, governors and via web portals (ISI, School website)
* Very close liaison with the Personal Assistant to the Deputy Heads who has overall responsibility for ISI policies
* Monitor ISI, ISC, ICO and other organisations to ensure that school is current on all these policies and with all regulatory requirements
* Manage checks and documentation on visitors to school, including visiting speakers
* Write risk assessments where required, and oversee a risk assessment review schedule
* Prepare paperwork for inspections
* Liaise with other school Compliance Managers to ensure best practice
* Create and maintain/review Near Miss register
* Issue and collect whole staff annual Acceptance of Policies, Acceptable Use of ICT and Staff Disqualification returns
* Complete and submit Census returns - ISC and SLASC
* Report to the Health & Safety Committee

# Person Specification

This role would suit a dynamic, proactive individual able to work in a busy environment, satisfying often conflicting requirements in a quiet, efficient and methodical way. Good interpersonal skills will be required to form effective working relationships with people at all levels of the School. A commitment to producing first class results at all times is a pre-requisite, as is a high degree of personal integrity. Trustworthiness and reliability are essential, along with the ability to deal with sensitive and confidential information in a totally discrete manner.

## **Skills and Qualifications**

* Graduate
* Safer Recruitment trained
* Evidence of CPD
* Commitment shown to the life of school
* Good communication skills
* Strong organisational skills
* Strong IT skills, including use of MS Word and Excel; knowledge of iSAMS would be an advantage but is not a pre-requisite. Training on this system will be given.

## **Characteristics**

* Capacity to think both creatively and logically
* Ability to work in a team
* Ability to lead from the front and by example
* Ability to prioritise effectively and balance competing pressures
* Ability to see tasks through to completion

# General

* To adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality
* To comply with school policies and procedures with regard to conduct and dress
* To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme
* To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description
* To undertake training appropriate to the role and keep up to date with new methods

# Safeguarding and Child Protection

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 Child Protection Officer or to the Headmaster. All Moulsford staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).

# Health and Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

# Data Protection

Moulsford Prep School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Bill 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

# Review of Job Description

* This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Bursar.
* This job description will be reviewed at least once each year as a part of the performance management process
* Responsibility for Review: Bursar

Moulsford Prep School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

November 2018