



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

POST TITLE:	HR Manager
GRADE:	PO4 Scale points 44-47
RESPONSIBLE TO:	Finance and Business Manager
HOURS OF WORK:	36 hours per week, Permanent (annual leave will normally be taken during school holidays) <i>Term Time contract negotiable</i>

Purpose of Role:

To play a full role as a key member of Preston Manor's Support Services Management Team.

To lead, develop and manage a team which:-

- Provides an effective and comprehensive HR service
- Ensures compliance with all relevant HR Legislation
- Ensures compliance with all relevant Health & Safety Legislation

Key Accountabilities:

Allocate and manage work of the HR Team covering the following functions:-

- Employee Relations (e.g. advice to Head, members of the Senior Leadership Team (SLT), teaching staff and support services staff)
- Employees on a range of employment issues, (e.g. discipline, grievance, capability, absence management, remuneration, performance related pay, etc.)
- Development and updating of HR policies and procedures
- Lead contact with the School's external HR Consultants
- Provision of advice on employment law matters as required
- Advice and project management lead on restructuring, change management, redeployment, redundancy policies and procedures, etc.
- Attendance at meetings as and when required (including some outside of normal working hours)

- Advice on all legislation, negotiating bodies, national or local conditions of service
- Advise the Head and members of SLT on changes to pay, benefits and other terms and conditions and new working practices
- Strategic advice and professional support on recruitment, selection and retention issues
- HR lead on school projects as required.
- Lead person for the successful delivery of Modern Apprenticeship training programme
- Facilitate all HR related training and communication events
- Job evaluation using appropriate job evaluation scheme
- Contribute to the development of the School's Strategic Plan, Support Services Development Plan and, in partnership with the SLT Teaching Lead, the Continuous Professional Development programme
- Developing, implementing and monitoring service standards and targets for the HR service
- Work closely with the Finance & Business Manager (FBM) to contribute to the provision of organisational development
- Responsible for client management and monitoring of all agency contracts
- Responsible for client management and monitoring of the school's Occupational Health and Health & Safety contracts
- Provide timely and accurate reports in relation to HR data (including Gender Pay Gap Reporting)
- Provide timely management reports on staff absences and other matters as and when required to Head, SLT and FBM
- Maintain the school's HR database, ensuring that the Single Central Record is 100% accurate
- Provide the appropriate training and support to line managers on school's appraisal procedures
- Undertake appraisal reviews for all HR staff
- Design and implement a wellbeing strategy appropriate to all levels within the school
- Support and develop HR staff assisting them to achieve the requirements of their roles.
- Ensure the monthly submission of accurate and timely instructions to the school's external payroll provider
- Represent Preston Manor School at external HR meetings
- Contribute to ensuring the school is compliant with data protection legislation (GDPR)
- Work closely with Designated Lead Safeguarding Officer and other Safeguarding/Child Protection Officers to ensure safeguarding policies, process and procedures are being adhered to
- Any other duties appropriate to the post and grade as required by the Head, the Associate Head or the FBM

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.