

**COLLINGWOOD COLLEGE**  
**Job Description**  
**36 hours per week/52 weeks per year**

<b>Post</b>	HR Manager
<b>Reports to:</b>	Business Manager
<b>Core Purpose</b>	<p>To take a hands on approach to the development and delivery of people management strategies which support the College's overall strategic aims and objectives.</p> <p>To contribute at a strategic level in order to identify HR priorities and recommend appropriate people management solutions which support the Colleges' aims.</p> <p>To undertake the administration of Cover in the absence of the Cover Manager.</p>
<b>Key tasks &amp; Responsibilities - HR</b>	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> <li>•To put systems and support in place to ensure the highest standards of job design, recruitment and selection are implemented and maintained</li> <li>•To manage the interview cycle and process</li> <li>•Monitor safer recruitment practices and ownership of the College's Single Central Record</li> <li>•To put systems and processes in place to ensure that initial contract documents for employees are prepared and updated within required timescales</li> <li>•To manage all HR elements of the College website</li> </ul> <p><u>Routine</u></p> <ul style="list-style-type: none"> <li>•To provide sound and creative professional advice to the Senior Leadership Team on all areas relating to HR, using the College's HR service provider for advice and guidance where necessary</li> <li>•Provide advice and guidance on employment-related queries for all staff, including maternity/paternity leave entitlement, pensions' entitlement, etc.</li> <li>•To undertake all statutory functions relevant to the role</li> <li>•To manage, lead and develop the HR team</li> <li>•Oversee and monitor sickness absence / leave of absence arrangements. Ensure all return to work interviews are completed.</li> <li>•Liaise with Occupational Health about individual cases as appropriate and discuss adjustments with relevant line managers and/</li> </ul> <p><u>Performance Management</u></p> <ul style="list-style-type: none"> <li>• To assist with the implementation and co-ordination of the school's performance management arrangements for support staff.</li> <li>• To assist with the training of line managers in conduct of PM reviews/setting objectives and giving feedback</li> </ul> <p><u>Policies</u></p> <ul style="list-style-type: none"> <li>• With the Business Manager, oversee the development and periodic review of the College's employment policies and procedures</li> <li>• Provide training and advice for senior leadership group and line managers in policy implementation as appropriate</li> <li>• Ownership of the School Workforce Census and other returns as appropriate</li> <li>• Contribute to support and cover for other non-teaching functions as required and where necessary</li> </ul>

<b>Key tasks &amp; Responsibilities - Payroll</b>	<p>Payroll/Budgetary Support</p> <ul style="list-style-type: none"> <li>• To own the monthly payroll and manage a HR budget, ensuring that resources are used to provide a cost effective and efficient service</li> <li>• Implement payroll decisions and deal with pay queries, liaising with the College's Payroll provider and outside agencies (e.g. Teacher Pension Agency, HMRC)</li> <li>• Supply confirmation of pay details to third parties (e.g. Jury Service, mortgage references and benefit claims)</li> <li>• Implement changes to pay from statutory, national or local pay agreements</li> <li>• Review and supply annual pay rises and increments as directed</li> <li>• Ensure all College staff are issued relevant notification of pay (e.g payslips and P60's)</li> </ul>
<b>Additional Information:</b>	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time-to-time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>
<b>Management of People</b>	<p>HR Administrator and Cover Manager</p>
<b>Contacts and Relationships</b>	<p>There will be a close working relationship with the Business Manager, Finance Manager and HR Administrator as well as day to day contact with Co-Principals and members of the Senior Leadership Team.</p>
<b>Discretion and Consequence</b>	<p>Work will be carried out within a range of broad objectives and planning mechanisms.</p> <p>The post holder will be expected to use initiative and judgment to ensure that HR priorities are determined and followed. There will be an expectation that the post holder will seek ways to further improve and develop the HR practices and procedures across the trust to ensure best practice and best value.</p>
<b>Work Demands</b>	<p>The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task.</p> <p>Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.</p> <p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. There may be occasions where, through consultation, the working day will need to be extended or evening meetings will need to be attended.</p>
<b>Health and Safety</b>	<p>The post holder is required to carry out the duties in accordance with the College's Health and Safety policies and procedures.</p>