**Halcyon London International School: Human Resources & Compliance Manager**

**The Human Resources Manager is a member of the Administration Team and the School Leadership Team (SLT). The Human Resources Manager is responsible to the Director for**

* the maintenance of accurate employee records, including all necessary regulatory data
* providing up-to-date information about, and necessary support and follow-up for, employee in-service training
* managing, with the Director and SLT, an effective staff recruitment process
* ensuring that Halcyon meets its statutory employment, equality, health and safety obligations
* leading, developing and maintaining procedures to ensure the Safeguarding of children (including the maintenance of the single central record)
* maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirement
* managing internal cover procedures, and cover staffing, for absent staff
* monitoring and maintaining attendance records and all documentation relating to attendance, illness and leave
* to safeguard and promote the welfare of students

*The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. The HR and Compliance Manager  will be expected to perform different tasks as necessitated by the development of this role as practice develops, and the overall business objective of the practice changes.*

**1.** **General responsibilities**

**The Human Resources Manager will**

* be an active advocate for Halcyon’s vision, mission and core aims
* be an active advocate for Halcyon’s curricular and philosophical commitments as an IB World School, ensuring alignment of admission policies and practices to IB Standards and Practices
* collaborate with the School Leadership  Team, to support and maintain the school’s operational goals, aligned to the school’s strategic planning
* promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
* engage with teachers, students, parents and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
* lead and support a culture accepting of innovation
* be an active, life-long learner

**2.**  **Specific responsibilities**

**The Human Resources Manager will**

1. manage, and provide oversight of, the **staff recruitment process**, as requested by the Director, ensuring at all times the school is reflected in a positive way. This includes:

a. prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates

b. lead and manage the recruitment budget

c. have knowledge on where to recruit for specific areas of expertise

d. service the short-listing interview panel and provide them with references and other documentation as required

e. lead and manage the interview process, and timetable of the interview day, ensuring interview records are kept in line with regulations.

f. ensure effective communication with candidates throughout the interview process

g. upon appointment, arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) met

h. evaluate and analyze historic data as well as monitor, evaluate, and improve the recruitment process

1. manage of the school’s Visa Sponsorship (Tier 2) status, in consultation with legal consultants, and oversee all application processes
2. work with the Director to ensure that the single central register is accurate and up to date at all times
3. compile and maintain individual staff files to complement and confirm the CRS entries
4. monitor changes to legislation as this relates to the school, providing SLT with key material reviews and recommendations. This specifically includes, but is not limited to, changes to
5. employment law
6. health and safety regulations
7. Ofsted inspection materials, as these relate to 5a) and 5b) above.
8. track and monitor staff absence, and service the School Leadership Team, or designated  committees, with reports as appropriate
9. lead and manage effective absence management control, including return to work interviews and setting-up occupational health interviews, to reduce the impact of long term absence
10. lead and manage Display Screen Equipment risk assessments, area risk assessments, maternity risk assessments, as necessary
11. as necessary, arrange meetings requested by the Director
12. liaise with the Director to support staff in-service training requirements, including the organisation, management, budgeting and recording of group and individual training
13. conduct all staff exit procedures and interviews
14. support the Director in compiling and submitting documentation as required by various national and international organisations and agencies
15. log and maintain accurate, up-to-date, records of all Safeguarding, Health and Safety, Fire Safety and Child Protection issues and regulatory requirements as appropriate
16. provide reports, data, and any other materials as requested by the Director, for the school Board of Trustees
17. undertake any other duties requested by the Director

**The successful candidate will be expected to have the following qualifications, experience and abilities:**

* Education to Bachelors degree level
* Experience in a Human Resource or regulatory capacity
* Excellent digital skills, including experience maintaining critical database systems
* Excellent written and verbal communication skills
* Experience working within, or leading, productive teams

**The successful candidate will be expected to have the following personal attributes:**

* An international outlook and/or experience of living or working in an international environment
* Keen to be part of a young growing organisation
* Commitment to Continued Professional Development
* A record of suitability to work with children

**The following would also be desirable:**

* Knowledge/experience of international and/or IB schools
* Familiarity with working with students from a variety of cultural and language backgrounds
* Experience in a start-up environment
* Additional qualifications in the field of IT or the service industry
* Education to Masters level (or other relevant graduate programme)
* CIPD Qualification
* To be able to work in a language apart from English