



# THE HOLMEWOOD SCHOOL

**JOB DESCRIPTION: HR Manager**

**RESPONSIBLE TO: Head Teacher**

## 1. INTRODUCTION

The Holmewood School is an independent day school for neurodivergent children and young people aged from 7 to 19 who have a primary diagnosis of Autism. We are a member of the Cavendish Education Group. The school delivers holistic and integrated programmes of education, therapy and personal development for its students.

The HR Manager works alongside the Senior Leadership Team and is responsible for the effective management of HR and associated HR administration within the School.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

## 2. MAIN DUTIES

### Human Resources Management

- Proactive, day to day management of HR within the school across multiple sites.
- Manage and oversee all of the HR systems and processes within the school.
- Supporting the Head Teacher to ensure that recruitment, appraisal, disciplinary and grievance processes are followed in accordance with employment law.
- Lead and manage absence management of staff within school. Ensure that return to work forms are completed, sickness absence is monitored and meetings arranged with SLT members when trigger points are reached. Write invitation letters to staff and send meeting outcome letters. Conduct Stage 1 sickness absence meetings and organise/ facilitate and minute Stage 2-4 meetings with SLT involvement.
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
- Collate, record and distribute staff attendance data and hold relevant meetings with staff members when required.
- Ensure that leave of absence requests are completed by staff, authorised by the Head Teacher (or as delegated by them) and are recorded for payroll purposes and filed.
- Create and maintain Job Descriptions, under the guidance of the Head Teacher.
- Work with the Bursar to ensure pay is fair and transparent.

- Monitor staff turnover and reasons for leaving and advise the Head Teacher. Complete exit interviews with staff leaving the school.
- Responsible for management of maternity, paternity, adoption and parental leave processes and queries from employees
- Provide guidance to staff and line managers on company policies and procedures
- Attend SLT meetings and provide HR advice and actions.
- Engage in regular active dialogue with the Head Teacher about the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Liaise with Shoemsmiths to prepare and manage staff visas where applicable, and liaise with the UK Border Agency if required.
- Management and development of the HR administrator, delegating appropriate work to them and ensuring high levels of delivery and acceptable performance.

### **Safer Recruitment**

- Lead and manage all external and internal Recruitment and Selection. Maintain an overview of staff vacancies, planning recruitment schedules when vacancies become available, writing adverts and job descriptions, placing adverts, arranging interviews,, informing unsuccessful candidates etc to ensure that the highest standards in staff recruitment are maintained.
- Ensure that recruitment processes are compliant with requirements of Safer Recruitment Practices, as set by KCSIE.
- Support other staff in shortlisting candidates for particular posts.
- Conduct teaching assistant and administrative interviews.
- Provide support to the Head of Sixth Form to source tutors.
- Liaise with agencies to find supply staff, negotiating costs in order to ensure best use of resources. Booking agency staff when needed and keeping records regarding performance should they be required for future use
- Ensure new recruits, contractors, tutors, volunteers have the correct checks, satisfactory references and DBS documentation prior to starting.
- Responsible for the creation of offers of Employment, contracts and annual salary letters.

### **Induction**

- Manage and oversee the induction process, plan line manager meetings and ensure they are completed within the timeframe given.
- Review and update the induction process to ensure it is fit for purpose.

### **Policy, Documentation and Guidance**

- Continually review legislation to ensure all policies and procedures are compliant, up-to-date and all staff are aware of relevant policies and regulations, consulting with our internal and external HR support providers(e.g. Peninsula)
- Ensure the schools compliance with Follow Safer Recruitment Practices in all recruitment processes and ensure staff involved in recruitment are also adequately trained in and adhering to follow these processes.
- Ensure the effective development, review and implementation of the school's HR policies and practices, including payroll & pensions, and deal with day to day enquiries regarding HR and pay.
- Oversee the creation and maintenance and updating of the Staff Handbook.

- Ensure all contract and offer documentation is up to date and lawful

### **Staff Records**

- Ensure that HR systems are up to date with new starter information, absences, leavers, and other changes.
- Responsible for ensuring the Single Central Register (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers and Cavendish Education staff.
- Oversee the management of all staff personnel files, both in hard copy, electronically on our own school drive and on any staff data management systems the school uses.

### **Performance Management**

- Oversee all performance management in induction as well as during the appraisal process.
- Ensure that all staff have the necessary training at Induction, inset and throughout the year - together with the Staff Development Coordinator, maintain accurate records of training.
- To ensure that the School is fully compliant with Data Protection Regulations, in particular ensuring that personnel files are regularly stripped of out of date data, which is archived or destroyed as required and in line with retention guidance.
- Ensure that accurate records are kept of all staff annual appraisal and mid year supervision meetings.
- Oversee and conduct investigations and casework, for example disciplinary, as required by the Headteacher.

### **Employee Relations**

- Working with Peninsula, our third party providers, lead and manage employee relations issues, such as disciplinaries or grievances
- Oversee and conduct investigations and casework, for example disciplinary, as required by the Headteacher.
- Coach and develop other staff who are involved in the resolution of employee relations issues.
- Resolving first line employment queries.

### **Staff Wellbeing**

- To be involved in the creation and analysis of staff wellbeing questionnaires to understand issues and causes.
- To lead activities and initiatives to improve staff wellbeing and morale.
- Promote employee benefits and proactively initiate other benefits and schemes where appropriate.
- To guide and support managers to conduct staff 'wellbeing meetings' when there is an issue, particularly where this is mental health related.
- Be an impartial and boundaried listener to staff concerns and action appropriately. Act as a signpost for outside support for staff wellbeing where required.

### **Staff Development**

- In conjunction with the Head Teacher, oversee the implementation of the Staff Training and Development policy.
- Oversee the identification, planning, provision, evaluation and recording of learning and development activity across the staff team.
- Support managers in identifying team and individual learning needs following staff appraisals and mid year supervisions (link to agreed targets).
- Assist with the organisation of INSET days, online training and off site CPD as needed (communicating with the Staff Development Coordinator).

### **Communication**

- To expertly manage difficult conversations to produce positive outcomes.
- To model and promote constructive communication culture within the school.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- Ensure that the Headteacher is kept updated with all HR matters, and in the Headteacher's absence refer matters to the relevant member of the Senior Leadership Team (SLT) for action.
- Liaise as required with governors, staff (teaching and support), students and parents/carers and other stakeholders on behalf of the Headteacher.
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Headteacher.

### **Other**

- Carry out any other duties, commensurate with the post, which, from time to time, may be necessary for the good order of the school, as directed by the Headteacher.
- Attend training sessions and meetings as required.
- Seek, consider, and act upon professional support and advice as required.
- To meet deadlines and manage workload effectively
- To model and promote constructive communication culture within the school.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- To expertly handle all confidential information with discretion
- To actively engage in the Performance Management Review process.
- To understand and demonstrate practice of equality and diversity.

<b>3.PERSONAL ATTRIBUTES</b>
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- Approachable, professional, well mannered
- Ability to act calmly in difficult situations and respond calmly and professionally to challenging situations
- Excellent organisation and time management skills, with ability to manage own workload and when faced with multiple competing priorities
- Autonomous with the ability to seek own solutions to problems, take decisions and meet all deadlines.

- Have the utmost discretion in all matters pertaining to the role and uphold confidentiality.
- Ability to provide clear oral and written direction
- Ability to listen effectively and communicate with different people
- Compassionate and patient when working with others
- Able to inspire and enthuse others
- Self motivated and able to work independently using own initiative
- Proactive, positive and enthusiastic
- Ability to work flexibility when required, including the occasional evenings
- Be a visible presence within the school and able to work on all THSL sites as needed.
- Be an excellent communicator and networker, with impressive and proactive social abilities.

#### **4. EXPERIENCE, KNOWLEDGE and QUALIFICATIONS**

- Proven experience of working as a generalist HR professional within a similar role
- Management experience and a recognised HR qualification.
- The role holder will need to have a wide range of skills and knowledge encompassing the key areas of HR i.e employee relations, recruitment, performance management, training and development and reward
- Ability to hold others to account and to address difficult issues to reach resolution
- Confidence in handling a busy and pressurised workload
- Excellent communication and organisational skills
- First-class administrative skills
- Experience of managing multiple projects at the same time
- Proven ability to be innovative to problem solve and 'think on your feet'
- IT proficient with experience of using a range of IT systems, including HR systems
- Previous experience within an education setting is desirable but is not essential

#### **5. SAFEGUARDING**

- To play an active role in promoting and safeguarding the welfare of all children and young people in the school or who may be coming into the school.
- To communicate effectively regarding all safeguarding matters that are evident.
- To ensure that confidential safeguarding files coming into or out of the school for admissions/leavers reasons are managed safely and effectively.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors, telephone callers and those they communicate with online or through social media.