



# **BISHOP VESEY'S GRAMMAR SCHOOL**

## **Job Description**

**Job Title:** HR Manager

**Hours:** 36.50 hours, all year round

**Grade:** NJC SO1-PO2 (Spinal point range 23 to 32)

### **1.0 Job Purpose**

To provide an efficient and professional HR Service to the Headteacher, Senior Leadership Team and Board of Governors. To include providing advice and guidance on all HR related matters including employee relations, leading on recruitment and selection and transactional HR administration throughout the employee life cycle, maintenance of HR recording systems in accordance with Data Protection legislation. Production and revision of HR policies in accordance with legislation, safeguarding and best practice.

### **2.0 Duties and responsibilities**

#### **2.1 Lead on the recruitment & selection process:**

- Assist in and co-ordinate reviews of job descriptions and person specifications
- New posts – co-ordinate approval from the Board of Governors
- Produce adverts for teaching and support staff vacancies
- Advertise vacancies in a timely manner within budget restrictions
- Maintain the job vacancies page on the school website
- Manage administration of application forms/information packs via the recruitment in-box
- Check Right to Work documentation submitted by candidates, in accordance with current legislation
- Liaise with candidates throughout the recruitment and selection process, answer enquiries, arrange informal visits to school
- Co-ordinate distribution of recruitment packs to interview panels, devise interview schedules, arrange shortlisting and interview panels, arrange student panels, candidate tests/presentations/lesson observations
- Ensure appropriate checks are undertaken, including self-declaration and online checks, request references, prior to interview date, co-ordinate and chase responses.
- Ensure shortlisted candidates are informed of interview arrangements and documentation they are required to produce. Check candidate documents on arrival.
- Assist in undertaking interviews for support staff vacancies as required.

**2.2** Undertake pre-employment checks for all new staff, to include relevant DBS checks, Right to Work, Qualification, Pre-Placement medical, Prohibition from Teaching and Section 128 checks as appropriate to each role.

**2.3** Lead on the new volunteer process to include undertaking relevant DBS checks, requesting and checking references and other checks in accordance with KCSIE legislation.

- 2.4 Co-ordinate the process for people working on site via a Service Level Agreement, to include ensuring relevant checks are made in accordance with legislation and best practice and necessary documentation is in place.
- 2.5 Issue offer letters, statements of written particulars and associated documents to new staff.
- 2.6 Issue letters and statements of written particulars as required throughout the employee life cycle, i.e. change of hours, change of roles.
- 2.7 Undertake termination of employment procedures for staff resigning or retiring from their employment. Liaise with Teachers Pension Scheme and West Midlands Pension Scheme to submit necessary forms and documentation, in liaison with Birmingham City Council Pensions Team.
- 2.8 Undertake maternity/paternity/shared parental leave/other absence request processes.
- 2.9 Management and input of all payroll changes to the HR & Payroll System (currently Oracle Fusion) in a timely manner to meet payroll deadlines.
- 2.10 Issue regular staff updates to the Finance & Operations Director for budgetary purposes.
- 2.11 Maintain accurate staff records on the school management information system (currently SIMS) and other electronic/paper systems, in accordance with Data Protection/Data Retention Policies & legislation, other relevant legislation and best practice.
- 2.12 Ensure all appropriate HR policies are in place in accordance with legislation and HR best practice, in liaison with the school employment law advisors. Undertake policy reviews in accordance with the policy schedule, and devise new policies as required.
- 2.13 Prepare papers and participate in Board of Governor Committee meetings on a termly basis. Provide advice and guidance on HR matters to Committee members.
- 2.14 Compile HR statistics and produce the HR Data Dashboard once per term.
- 2.15 Update teaching and support staff structure reports as required.
- 2.16 Manage and advise on HR procedures, including sickness absence, disciplinary, grievance, dignity at work, capability and performance, undertaking necessary follow up action in line with policy, legislation, safeguarding and HR best practice. Prepare papers and attend meetings to provide advice to the Headteacher /Board of Governors, on appropriate courses of action. Issue appropriate paperwork following HR related meetings.
- 2.17 Maintain an accurate Single Central Record. Request safeguarding letters from people not employed direct by the school, i.e. contractors, via an SLA, supply staff, external agencies.
- 2.18 Ensure all tasks are carried out in accordance with school policy, legislation, safeguarding and HR best practice, in a fair and equitable manner.
- 2.19 Manage support staff performance development processes and systems (currently Blue Sky).
- 2.20 Maintain and monitor the support staff training database (currently Blue Sky).
- 2.21 Co-ordinate the probationary policy and assessments for support staff in a timely manner in accordance with the HR & Finance Assistant.
- 2.22 Advise the Headteacher/Board of Governors on pay progression for teaching staff, including applications for Upper Pay Range. Produce relevant paperwork for Committee approval.
- 2.23 Produce and issue annual pay statements for teaching staff.
- 2.24 Arrange annual increments for individual support staff when due and increases in salary formulae for annual leave for individual members of staff at 5 and 10 years of service dates.
- 2.25 Manage the work of the HR & Finance Assistant to support in the delivery of all HR duties and responsibilities. Provide training and guidance on undertaking all HR related tasks.
- 2.26 Line management of the Senior Lunchtime Supervisor.
- 2.27 Manage the recruitment budget.

- 2.28 Ensure best value in the procurement of any relevant services and their associated support contracts.
- 2.29 Liaise with external agencies including Occupational Health, Birmingham City Council HR/Payroll/Pension Services/DBS Team and the schools employment law advisers.
- 2.30 Produce the annual School Workforce Census and upload to the DfE via COLLECT.
- 2.31 Assist the Assistant Headteacher (Wellbeing) in providing wellbeing support to staff. Undertake the role of Staff Welfare Champion. Lead on provision of an Employee Assistance Provider service for staff.
- 2.32 Ensure all tasks are conducted in a professional, tactful, diplomatic and approachable manner, maintaining confidentiality at all times.
- 2.33 Promote the safeguarding and welfare of people you are responsible for or come into contact with.
- 2.34 Ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- 2.35 Ensure all tasks are carried out in compliance with Data Protection Policies & Procedures.
- 2.36 Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Use of Social Media and the Staff Code of Conduct.
- 2.37 Undertake appropriate professional development including adhering to the principle of performance development.
- 2.38 Develop professional and productive relationships with all colleagues and stakeholders.
- 2.39 Adhere to the ethos of the school.
  - To promote the agreed vision and aims of the school.
  - To set an example of personal integrity and professionalism.
  - Attendance at appropriate staff meetings and school events.
- 2.40 Any other duties required by the Headteacher as commensurate within the grade in order to ensure the smooth running of the school.

### **3.0 SUPERVISION RECEIVED/PROVIDED**

- 3.1 Reports to: Finance & Operations Director.
- 3.2 Level of supervision: Works within established guidelines subject to overview by the Finance & Operations Director.
- 3.3 Responsible for: HR & Finance Assistant, Senior Lunchtime Supervisor.

### **4.0 SPECIAL CONDITIONS**

- 4.1 The position is full time 36.50 hours per week, all year round.  
Term Time working can be considered.
- 4.2 Annual leave must be taken during school holidays.

### **5.0 PROBATIONARY PERIOD**

- 5.1 The post is subject to a satisfactory period of 26 weeks' probation for staff in their first post at BVGS.

### **6.0 BEHAVIOURS – ALL STAFF**

- 6.1 Professionalism – actively seek ways to prevent over complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.

- 6.2 Leadership - lead by example, optimising those resources allocated. Communicate clearly taking account of and welcoming feedback. Take a positive and resilient approach to change understanding of the longer term vision of the school.
- 6.3 Accountability – adopt a ‘can do’ attitude in the work that I deliver taking accountability for my own actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.
- 6.4 Transparency - work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant colleagues.
- 6.5 Ethical – aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

## **7.0 BEHAVIOURS – LEADERS**

- 7.1 Visible and approachable.
- 7.2 Actively role model and create trust.
- 7.3 Create an inclusive environment to encourage a voice from everyone.
- 7.4 Lead, manage and communicate change.
- 7.5 Grow personal credibility.
- 7.6 Tackle under performance early and challenge unacceptable behaviour with courage.
- 7.7 Promote resilience and adaptability.
- 7.8 Set clear expectations and standards for self and others.
- 7.9 Empower others to solve problems and take ownership.

Signed by employee: ..... Dated: .....

Signed by Headteacher : ..... Dated: .....

**Updated February 2024**