

The Bemrose School

Human Resources (HR) Lead – Scale S02 (SCP 26 to 28)

Job Description

Weekly hours Up to 37

Weeks p.a. Up to 52

Lunch break A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by School Business Manager

Key Generic Purpose

The HR Lead is to support the School Business Manager for whole school HR responsibility.

The post holder will:

- Deputise for full HR responsibilities in the absence of the School Business Manager
- Work cooperatively with the Executive Headteacher and School Business Manager to ensure that all HR systems and procedures are effective and fit for purpose
- Work closely with the Finance Lead and Admin Team Leader to inform them of any staff changes
- Follow school policies including Safer Recruitment, Absence Management, Ill Health Capability and Disciplinary
- Promote and safeguard the welfare of children in the school
- Be strongly committed to maintaining confidentiality and the security of information
- Act on other accountabilities according to the skills and experience of the post holder

Job Description

1. Provide support to the School Business Manager across all areas of HR
2. Ensure that staff recruitment is secure in accordance with the requirements of the school safer recruitment policy
3. Ensure that staff contracts are correct in accordance with national agreements: STPCD for Teachers and NJC for Support staff
4. Liaise with payroll services to implement annual performance management pay increments for teachers (September) and automatic support staff annual increments (April) within the Bemrose support staff pay scales
5. Create and maintain staff files
6. Inform payroll of any staff new starters, leavers and contract changes
7. Welcome new staff to school and arrange inductions
8. Co-ordinate 3 and 6 monthly probationary period review meetings with line managers
9. Monitor staff absences and when an absence trigger is hit undertake informal welfare and attendance review meetings
10. Make monthly welfare telephone calls to staff who are absent from school due to long term ill health
11. Arrange and undertake ill health capability meetings/hearings under the formal stages of the ill health capability
12. Arrange occupational medical referrals when appropriate
13. Conduct return to work meetings after medium and long-term absences where appropriate
14. Any other reasonable request including supporting the School Business Manager and Executive Headteacher