

PERSONNEL/HR MANAGER: JOB DESCRIPTION

Salary

PO3 £42403 to PO4 £49498 + LW (depending on experience and qualifications)

Line of responsibility

The personnel manager will be directly responsible to the school business manager

Job purpose

The personnel manager is responsible for:

- Organising and managing all aspects of the school's human resource function, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation.
- Implementation of all aspects of the school's recruitment strategies including those related to teachers and support staff.
- The line management of designated support staff. This includes the effective operation of systems and policies within the school, and the development of its human resource service ensuring compliance with employment law and appropriate education legislation.
- The implementation and co-ordination of the school's appraisal arrangements for support staff.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.
- Management of staff absences
- DBS process

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Job specification

Personnel management

- They shall ensure that support staff are informed as required of changes and developments associated with employment matters.
- They shall implement and co-ordinate the school's appraisal arrangements for support staff.
- They shall establish and co-ordinate the school's continuing professional development policy for support staff.
- They shall, in discussion with the school business manager, ensure effective line-management of all support staff.
- They shall update and implement the school's staffing structures, including necessary consultation, in discussion with their line manager, the governors and the headteacher.

- They shall, in liaison with the finance department, ensure that all the necessary data required for payroll, the teachers' pension and local government pension agencies is submitted when:
 - A new appointment is made.
 - Changes are made to an existing member of staff's terms and conditions.
 - A member of staff's employment terminates.
- They shall, in conjunction with the finance department, liaise with school's payroll provider to ensure all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- They shall ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements, for example, evaluation of an individual's self-employed status.
- They shall ensure that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with all relevant parties as necessary (for example, local authority (LA) and Home Office).
- They shall ensure that all relevant changes affecting staff are notified as required to the finance department for action including contract, salary and pensions information.
- They shall ensure that annual salary statements are completed and issued to all staff.
- They shall ensure that all staff personnel details are included in individual secure personnel files and on the school's system/s.
- They shall be responsible for administering leaving procedures for all staff.
- They shall oversee arrangements for the induction of all new staff within **their** areas of responsibility.
- They shall be responsible for the ongoing professional development for all staff within **their** areas of responsibility.
- They shall be responsible for the appraisal arrangements for all staff within **their** areas of responsibility.
- They shall oversee the effective deployment of all staff within **their** areas of responsibility.
- They shall be responsible for the implementation and operation of all internal personnel policies eg discipline, grievance, capability, redundancy, absence monitoring, and equality schemes including the appeals process.
- They shall be responsible for ensuring that all personnel-related casework is completed within required timescales.

Recruitment

- They shall be responsible for managing the whole recruitment process for all staff, including involvement in identification of vacancies, advertising, shortlisting, interview arrangements, letters of appointment, safer recruitment, vetting and barring checks, and contracts of employment.

- They shall keep under constant review a full range of recruitment strategies and options.
- They shall, in discussion with the school business manager, be proactive in the development and implementation of succession planning.

Administrative

- They shall liaise as necessary to ensure an efficient and effective administrative support to the school and its extended services including the minuting of meetings as required.
- They shall undertake responsibility for all necessary administration relating to all areas within their remit.
- They shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- They shall collate information, statistics and prepare reports as required by the school business manager, the headteacher and the governing board.
- They shall ensure that all manual and computerised records and filing systems relating to all areas within their remit are maintained as required.
- They shall process, input, extract and analyse information from the school's system/s.
- They shall take minutes/notes in meetings as required and circulate associated information.
- They shall deal with correspondence promptly and as required.

General

- They shall attend school events as required.
- They shall participate in school emergencies, in conjunction with other members of the senior leadership team (SLT), including the implementation of effective evacuation and search procedures as required.
- They shall implement, in conjunction with staff and members of the SLT, all health and safety procedures and requirements.
- They shall maintain a current knowledge of employment law and appropriate education legislation, advising the school business manager, the headteacher and governors as appropriate.
- They shall attend training sessions and meetings as required, including relevant governors' sub-committee meetings.
- They shall arrange and provide training sessions to staff to ensure that they are aware of associated procedures and regulations.
- They shall be responsible for the effective management of budgets within **their** remit, negotiating best value rates with agencies and other parties.
- They shall ensure compliance with data protection regulations.
- They shall be responsible for the updating and production of the school's staff handbook and staff bulletins.

- They shall seek, consider, and act upon professional support and advice as required.
- They shall advise the governing board and its committees as required.

PERSONNEL/HR MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Recognised personnel (HR) qualification/s and/or significant experience in field. • Evidence of being an effective member of an establishment/company's management team. • Evidence of significant personnel management experience to support the day-to-day operation of an establishment/company. • Experience of managing and co-ordinating a performance management scheme. • Experience of preparing and presenting casework to panels eg disciplinary. • Experience of managing change and implementing new systems/procedures/controls. • Evidence of effective leadership and line-management of staff including a team. 	<ul style="list-style-type: none"> • Further or higher education qualifications relevant to the field. • Evidence of personnel management within a school or similar organisation. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability of working as team to 	<ul style="list-style-type: none"> • Experience of recruitment strategies and procedures. • Knowledge and understanding of safer recruitment requirements in schools. • Knowledge and understanding of pension schemes and retirement 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>formulate and review the aims and objectives of an establishment/ company.</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability and knowledge to implement a wide range of personnel procedures. • Ability and knowledge of writing and reviewing policy documents. • A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts. • Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR. • Ability of managing and monitoring a budget. • Ability to proficiently use office computer software including word-processing, spreadsheet, personnel information and internet systems. • Knowledge of Bromcom MIS school system. 	<p>opportunities.</p>	
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise one's own work and that of others to 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>meet deadlines.</p> <ul style="list-style-type: none"> • Able to follow direction and work in collaboration with the SLT. • Efficient and meticulous in organisation. • Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Able to attend evening meetings if required. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		