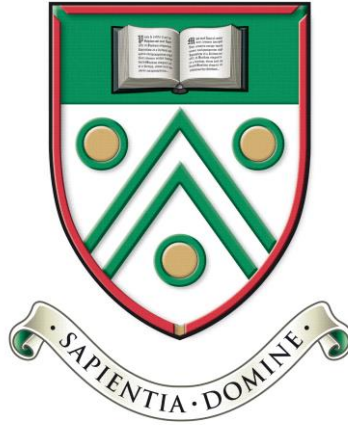


Langley Grammar School



Personnel Manager

Application information

Langley Grammar School
Reddington Drive
Langley
Berkshire
SL3 7QS

01753 598300
school@lgs.slough.sch.uk

www.lgs.slough.sch.uk

Personnel – details of vacancy

Langley Grammar School is a co-educational selective school with approximately 1,100 students on roll. It is a well-ordered community that encourages self-discipline, leadership, independence of thought and consideration for others. Our students demonstrate a high level of commitment to academic success, and to developing the skills and confidence that will equip them for adult life.

Reporting to the Business Manager, the Personnel Manager will help to deliver the School's aims and objectives by providing an efficient and robust personnel service to the school. The full job description and person specification are provided at the end of this document.

Application process

Please complete the Langley Grammar School application form and a letter supporting your application.

CVs may be provided but are not acceptable on their own. The application form must be completed in full and your letter should:

- Explain the reasons why you are applying for the post,
- Outline your experiences and personal qualities that you feel are relevant to your suitability for this post,
- Describe the key responsibilities in your recent employment history that are relevant to your application.

. The deadline for application is **Monday 01 July at 12 noon**, completed applications should be sent to:

Mr Gregory Trigg
Langley Grammar School
Reddington Drive
Langley, Berkshire
SL3 7QS

Applications may also be made by e-mail; please send to gregorytrigg@lgs.slough.sch.uk Where possible, shortlisted candidates will be invited for interview during the week commencing 08 July 2019.

References

Please note that it is our normal practice to take up references. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

Safeguarding

Langley Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The successful applicant will be subject to an enhanced disclosure check with the Disclosure and Barring Service.

Equal Opportunities

Langley Grammar School will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependants.

Disability Statement

Langley Grammar School will give favourable consideration to applications for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.

PERSONNEL MANAGER: JOB DESCRIPTION

Job title	Personnel Manager
Salary range and contract	Salary range £27,378 - £33,141 p.a. dependent on experience. This is the full-time salary that will be pro-rata'd to reflect the actual hours worked. Term-time only plus 2 weeks, full or part-time hours considered, minimum requirement 30 hpw.
Line management	The Personnel Manager is responsible to the Business Manager
Purpose of the role	
The Personnel Manager is responsible for organising and managing all aspects of the school's personnel function including its extended facilities, and fulfilling the requirements of safer recruitment legislation.	
Personnel management	
• Maintain a current knowledge of employment law and appropriate education legislation, advising the Headteacher, Business Manager and governors as appropriate. • Be a point of reference and expertise providing guidance to staff with regard to HR issues, e.g. maternity, paternity, adoption leave. • Responsible for the implementation and operation of all internal personnel policies. e.g. discipline, grievance, capability, redundancy, absence monitoring, and equality schemes including the appeals process. Ensure all such policies are up to date. • Ensure that all staff are informed as required of changes and developments associated with employment matters. • In liaison with the Finance department, ensure that all the necessary data required for payroll, Teachers' Pensions and the Local Government Pension Scheme 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. • Ensure that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with all relevant parties as necessary, e.g. the Home Office. • Oversee the general arrangements for the induction of all new support staff, and all new teaching staff (in conjunction with the Training & Induction Manager). • Ensure that all staff have job descriptions that reflect their current responsibilities. • Ensure that annual salary statements are completed and issued to all staff. • Be responsible for administering leaving procedures for all staff, including the development of an effective exit interview process. • Ensure that all staff personnel details relating to recruitment, contracts, salaries, pensions and performance are maintained and updated in secure personnel files and on the school's MIS database. • Co-ordinate the school's performance management arrangements for support staff, support line managers in its implementation and maintain records from the reviews. • Identify CPD needs for support staff following performance management reviews, encouraging and sourcing training as required. • Record and monitor all staff CPD, collating and evaluating feedback, assessing impact in the workplace and monitoring cost effectiveness. • Lead and manage good absence management control including return to work interviews, and endeavour to reduce absence in line with the school's Absence Policy. • Provide advice and guidance to line managers to develop effective and consistent staff management. • Research best practice and propose support staff structure changes to the Headteacher and Business Manager as appropriate; implement any such changes including the necessary consultation.	

• Research and recommend staff benefits to satisfy the aim of being an exemplary employer and to support staff retention. Develop, implement and monitor policies and programmes relating to health and wellbeing, including stress awareness. • Provide support for staff applying for Enhanced DBS checks and process applications as required; use DBS update service when appropriate.
Recruitment
• Responsible for managing the recruitment process for staff appointments, including involvement in identification of vacancies, advertising, shortlisting, interview arrangements, letters of appointment, safer recruitment, vetting and barring checks, and contracts of employment. • Support the Headteacher and governors for SLT appointments by planning and managing the schedule of activities on the interview day. • Keep under review a full range of recruitment strategies, propose options to make the school's recruitment processes more cost effective.
Administrative
• Ensure that all personnel-related reports and returns (internal and external) are completed accurately and submitted within required deadlines. • Collate information, statistics and prepare reports as required by the Headteacher, Business Manager and the governing board.
General
• Support the senior leadership team in implementing the business continuity plan when required. • Attend training sessions and meetings as required, including relevant governors' sub-committees. • Arrange and provide appropriate training sessions for staff including raising awareness of HR regulations. • Be responsible for the effective management of budgets within the remit of the role, negotiating best value rates with agencies and other parties. • Ensure compliance with GDPR and other data protection regulations. • Be responsible for providing updates to the school's staff handbook. • The postholder may be required to perform any other reasonable tasks after consultation.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the school's policy in respect of child protection matters.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

PERSONNEL MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
• 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 managing change and implementing new systems/ procedures/controls.	• Further or higher education qualifications relevant to the field. • Evidence of personnel management within a school or similar organisation. • Evidence of effective leadership and line-management of staff including a team. • Experience of preparing and presenting casework to panels, e.g. disciplinary.	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
• Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability of working as team to formulate and review the aims and objectives of an establishment/ company. • 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, GDPR, copyright and data protection.	• Experience of recruitment strategies and procedures. • Knowledge and understanding of safer recruitment requirements in schools. • Knowledge and understanding of pension schemes and retirement opportunities.	Application form Letter of application References Interviews

Essential	Desirable	Evidence
Ability to proficiently use office computer software including word-processing, spreadsheet, personnel databases and internet systems.		
Personal qualities:		
- 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 meet deadlines. - Able to follow direction and work in collaboration with leadership team. - 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.		Application form Letter of application References Interviews