HOLTE SCHOOL

JOB DESCRIPTION

JOB TITLE: HR Manager

SALARY SCALE: Grade 4, Points 23-31 as determined by Birmingham City Council

1. JOB PURPOSE

1.1. To support the Business Manager to provide an efficient, effective and professional HR Support Service to the Headteacher and partner schools.

2. DUTIES & RESPONSIBILITIES

Under the direction of the Business Manager –

2.1. Day-to-day management of staff attendance including cover for absences and training course attendance as necessary

2.2. Coordination of the school's Leave of Absence scheme and support of the administration of the annual leave scheme

2.3. Monitoring and supporting moderation of support staff Performance Management

2.4. Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the school's development

2.5. Manage all recruitment campaigns as required including designing adverts, Job Descriptions and Person Specifications

2.6. Investigation, preparation and presentation of all papers in relation to grievances and discipline cases

2.7. Assist with the provision of suitable HR policies for staff, writing and consulting on new documents

2.8. Preparation of all documents in relation to employees' employment for school and LA including the schools HR information system.

2.9. Day-to-day management of DBS checking procedure including discussions with staff about positive disclosures within legal guidelines.

2.10. Manage maternity leave and risk assessment

2.11. Supporting, negotiating and communicating with the Unions with regard to employee issues

2.12. Resolve any pay queries and liaise with the LA's HR and payroll service

2.13. Assist with Occupational Health requests, including participating in the management of long-term and repeated short-term absences

2.14. Ensure appropriate performance management policies are adhered to; advising on competency/capability issues.

2.15. Assist with the development of a training plan for all employees and the delivery of that plan, including delivery of appropriate training courses when appropriate.

2.16. Work with relevant members of the leadership team to organise training onsite

2.17. Undertake staff inductions

2.18. Monitor probationary periods for all new staff and secure recommendations for future employment

2.19. Ensure the School Workforce Census is completed

2.20. Provide manpower reports in relation to recruitment/turnover, absences and cover costs

2.21. Contribute to outreach work as required.

2.22. Provide Senior Leadership Team with statistical data as requested and present the data at SLT meetings as required

2.23. Provide managers with support in dealing with staff issues

2.24. Support the Headteacher and Business Manager as required

2.25. Any other duties as commensurate within the grade to ensure the smooth running of the school

2.26. To undertake Mental Health Awareness training and to have a good understanding of the school's Mental Health Policy and procedures to be able to support wider school wellbeing strategies. To identify ways to streamline workloads and support a culture and ethos of wellbeing within the department in line with the whole school wellbeing strategies.

3. SUPERVISION RECEIVED

3.1. Supervising Officer's Job Title: Strategic / School Business Manager

4. LEVEL OF SUPERVISION:

4.1. Left to work within established guidelines subject to scrutiny by supervisor.

5. SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

5.1. HR Assistant(s)

6. SPECIAL CONDITIONS

6.1. None

7. OTHER INFORMATION

7.1. The post is full-time, 36.50 hours per week, all year-round.
7.2. Payment will be on the Grade 4, Points 23-31 as determined by Birmingham City Council.
7.3. Hours for support staff are 0830 to 1618 hours, with 30 minutes break for lunch.

8. REVIEW AND AMENDMENT

8.1. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	Signature of Headteacher
Dated	
Copy received by Postholder	Signature of Postholder
Dated	

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

HOLTE SCHOOL

PERSON SPECIFICATION

HR Manager

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

	ESSENTIAL	**MOA**
QUALIFICATIONS AND TRAINING	GCSE Grade C or equivalent in English Language and Maths.	AF/C
	Level 5 CIPD or equivalent HR qualification or Level 3 depending upon experience gained.	AF/C
SKILLS AND ABILITIES	Ability to work independently demonstrating initiative and pro-activity.	AF/I
	Ability to contribute to HR policy development.	AF/I
	Ability to analyse and interpret complex and personal information and suggest solutions.	AF/I
	Good time management skills.	AF/I
	Ability to deal with difficult situations.	AF/I
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English'.	AF/I
	Ability to communicate difficult messages in an appropriate manner.	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues.	AF/I
	Ability to build strong relationships and to be self-reflective.	AF/I
	Evidence of a strong ability to present and write reports succinctly.	AF/I
KNOWLEDGE AND EXPERIENCE	A sound knowledge of Human Resource management.	AF/I
	A sound knowledge of a range of computer applications including school management systems (SIMS).	AF/I
	Knowledge of Disciplinary and Grievance processes (experience of conducting investigations).	AF/I
	Knowledge of relevant Employment legislation.	AF/I
	Knowledge of Health and Safety legislation.	AF/I

	Considerable experience of recruitment and selection including safer recruitment practices.	AF/I
	Experience of computerised HR information and payroll systems.	AF/I
	Experience of dealing with employee attendance issues and undertaking formal attendance management meetings.	AF/I
	Experience of developing and maintaining efficient record keeping systems.	AF/I
	Experience or understanding of school cover arrangements.	AF/I
	Experience of public sector HR.	AF/I
	Experience of HR record keeping including data protection requirements.	AF/I
	Experience and knowledge of safeguarding.	AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I
PERSONAL/ OTHER QUALITIES	To be committed to the school's policies and ethos.	AF/I
	Must be able to demonstrate a pro-active and forward-thinking approach to all aspects of the role and working with other stakeholders.	AF/I
	Have a flexible, creative approach to work, and be able to deal with conflicting pressures.	AF/I
	Be willing to work flexibly and is reliable and trustworthy.	AF/I
	Be able to build strong professional relationships with staff.	AF/I
	Possess integrity, optimism, resilience, calmness and a sense of proportion.	AF/I
	Ability to use authority and maintain discipline.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.