

## Job Description

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|------------------------|---|
| <b>School Name:</b>    | Parliament Hill School  |
| <b>Job Title:</b>      | HR Manager  |
| <b>Reports To:</b>     | Business Director   |
| <b>Team</b>            | HR Team   |
| <b>Line Management</b> | HR and CPD Assistant  |
| <b>Grade:</b>          | PO2- £41,967-£44,862<br>35 hours per week, 52 weeks per year<br><i>To work flexibly between the hours of 8.00am and 4.30pm</i>  |
| <b>Role Summary:</b>   | To provide high quality professional advice to managers and employees on a wide range of HR matters and people management issues, including discipline, grievance, absence management etc. Provision of accurate data relating to all personnel matters. Responsible for management of PD admin and Appraisal administration. |

### Key Skills and Competencies:

| Relationships                    | Organisational Agility | Personal Excellence           | Innovations            | Permanent Growth & Development |
|----------------------------------|------------------------|-------------------------------|------------------------|--------------------------------|
| 'Customer' focus                 | Change Management      | Developing People's Potential | Idea Generation        | Vision                         |
| Build Wider Networks             | Project Management     | Self-Development              | Innovation Management  | National Perspective           |
| Building long term relationships | Team Building          | Performance Management        | Creativity             | Openness to new approaches     |
| Empathy                          | Organisational Skills  | Individualisation             | Curiosity              | Strategic Leadership           |
| Effectively Communicate          | Prioritisation         | Learning                      | Concept Thinking       | Adaptability                   |
| Professional Attitude            | Action oriented        | Motivating People             | Solving Problems       | Achieving Results              |
|                                  | Decision Making        | Taking Responsibility         | Passion for Technology | Planning                       |

The highlighted competencies are core to this role.

### Other Duties:

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct.
- Be conversant with the School's Equal Opportunities Policy and at all times work to further the School's aims with regard to equal opportunities and raising achievement.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

## **Job Description**

### **Leadership and Management**

- 1 Provision of robust and rigorous leadership and management of the team to ensure outcomes are of high quality and an effective and efficient service is provided at all times.
- 2 Line manage staff by providing support and challenge.
- 3 To manage performance using specific measurable objectives, encouraging staff to engage with high quality professional development to enable the strategic intentions and priorities set out in the SDP to be met.
- 4 To project manage the work of the team to enable and ensure timescales are met and also to ensure a degree of flexibility when required.

### **Recruitment**

1. To manage all recruitment activities, including advertising strategies, updating website details, implementation, selection methods through to the organisation, communication and logistics of the interviews.
2. To manage the recruitment budget and to ensure value for money and maximum impact from all adverts placed. To track recruitment success and evaluate impact of recruitment strategies.
3. To manage the appointment of new employees and internal transfers in accordance with employment legislation and best practice and safeguarding. To have an overview on staff induction.
4. Overseeing the administration of new starter paperwork and that this process is managed accordingly by the Personnel & Professional Development Assistant example ensuring all appropriate DBS checks and safeguarding procedures are followed.
5. Ensuring all personnel files are created for new starters and documentation from application stage is logged and filed. For all teaching staff ensure records of qualifications are logged and transferred to PHS. To check new teaching staff with the DfE to ensure safeguarding requirements are met.
6. Organising Induction arrangements for new staff, including starter information, system logins and a tour of the school with introduction to key people
7. To assist the Senior Leadership Team in the preparation and review of job descriptions following timelines for consultation and introduction. Consult with the LA for grading of new posts and current posts where appropriate.
8. To carry out all exit interviews for the organisation. To ensure confidentiality is maintained around this process and to provide anonymous data to governors regarding these interviews.
9. Follow all data protection and safeguarding guidelines at all times. Liaise with the data manager to improve data quality and reporting.

### **Payroll**

10. Ensure all payroll data is entered and maintained accurately by the Personnel & Professional Development Assistant, carrying out consistency checks prior to payroll cut off and other key dates.
11. Ensure that all starter and leaver payroll information is communicated efficiently and within the relevant timeframes. To monitor, approve and check payroll changes and additional payments against the budget, pay policy and DfE guidelines. To ensure effective communication between the school and the payroll provider.
12. Assist the Senior Leadership Team in the smooth implementation of the annual Pay Award for support staff and teaching staff, ensuring the timely collation of accurate data and preparation of all associated paperwork including paperwork for PRPs (Performance related pay).
13. Inform payroll of up and coming maternity leave and maternity leave returners.

14. Working with the Head of Finance, check all monthly reports for teaching and non-teaching staff and raise any errors or queries with the payroll provider and the Head.

15. To ensure auto enrolment into the pension scheme for all new starters in line with legislation changes.

#### **Budget Preparation (working with Head of Finance)**

16. Maintain an accurate full list of staffing costs, expected incremental rises and changes for the academic year including average teacher costs and departmental costs.

#### **Absence Monitoring**

17. To effectively manage sickness absence, including management of the relationship with the School's Occupational Health advisors.

18. Ensure full record of staff absences are up to date and ready to be reviewed on a monthly basis and presented to the school Governors at all staffing committee meetings.

19. Provide accurate analysis of these records for reference by the Senior Leadership Team

20. Ensure that monthly absence returns are up to date for payroll purposes.

21. Organise and lead sickness absence interviews in line with the Absence Management policy for all staff. Follow up any management plan put in place and ensure effective administration and communication for all cases.

22. Ensure all relevant absences are recorded in line with the absence policy.

#### **Occupational Health and Welfare**

23. Recommend and arrange where appropriate Occupational Health referrals, including compilation of all associated documentation, liaising with employees and medical professionals where necessary.

24. Support staff in obtaining special facilities and/or equipment necessary for their work. Liaise with internal and external associates including Occupational Health service providers, Access to Work etc.

25. Ensure cost effectiveness of Occupational health provision and research new providers if necessary.

#### **Records for internal and external use**

26. Ensure that the staffing data on Bromcom is updated and maintained accordingly and arrange a yearly review of personnel data.

27. Ensure the Single Central Record is up to date and conforms with good practice as agreed with the SLT

28. Provide accurate management information reports for the Senior Leadership Team using a variety of information relevant to all staff (teaching and non-teaching).

29. To manage and orchestrate the submission of the annual School Workforce Census on a yearly basis.

30. To provide accurate personnel records and summaries for the annual SEF evaluation completed by the Headteacher.

31. Work alongside technical support provider to ensure that the MIS is up to date (version updates, upload of new pays scale, etc.)

32. Overall manage the school's appraisal system including teachers (PRP-Performance related pay) and support staff appraisal.

### **Disciplinary/Grievance/ Capability meetings**

33. To assist the Senior Leadership Team in the management of employee relations by providing first level support

34. To liaise with the school's designated HR Consultants for advice and support in the management of all disciplinary, grievance and capability cases

35. To coordinate any meetings within the appropriate timeframes including communications to all external parties that may be involved in employee relations issues (Governors, Unions, the school's designated HR Consultants, the LA legal and HR Teams).

36. Take notes and minutes at all meetings and prepare all administration for communication of invites to meetings and follow up letters.

37. Liaise with the school's designated HR Consultants on all complex issues as and when required (redundancy, retirement, restructures, best practice advice, etc.).

### **Systems and Policies**

38. In conjunction with the LA, the Senior Leadership Team and Governors, research, review and revise HR policies in accordance with new or changing legislation.

39. Update policies with legal changes and present these changes to the governors staffing committee for approval.

40. Proactively seek ways in which processes and systems can be streamlined to ensure a prompt and fit for purpose operational service to internal and external customers and drive efficiencies through HR.

41. Ensure that all documentation available to staff regarding their employment and welfare is available and up to date.

### **Legal**

42. Coordinate meetings and provide appropriate documentation for any legal cases ensuring that all timelines are followed.

43. Seek guidance externally- where and when required.

### **Governors meetings**

44. Preparation of agendas and papers for half termly Governor's Staffing Committee.

45. To provide governors with reports and information regarding staffing, including turnover and a full staffing profile.

### **Line Management**

Line management responsibility for one Personnel & Training Assistant, providing regular and constructive formal and informal feedback on performance, seeking opportunities for development, allocating and supervising work on a daily basis and ensuring agreed standards are met and procedures followed.

### **Professional Development**

The duties on this list may vary from time to time as required by the Headteacher, without changing their general character or level of responsibility.

## Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Experience and Knowledge</b>   |           |           |
| <ul style="list-style-type: none"> <li>Proven track record of working as a team leader and member of a team</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Demonstrable HR experience across the employee life cycle</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>CIPD qualified (Level 5) or equivalent experience</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Experience of coaching, supervising and supporting other colleagues</li> </ul>   |           | D         |
| <ul style="list-style-type: none"> <li>Experience of working in schools and of working with school data systems</li> </ul>  |           | D         |
| <ul style="list-style-type: none"> <li>Understanding of the Single Central Record</li> </ul>  |           | D         |
| <ul style="list-style-type: none"> <li>Safer Recruitment trained</li> </ul>   |           | D         |
| <b>Skills, Knowledge and abilities</b>  |           |           |
| <ul style="list-style-type: none"> <li>High standard of general education, minimum A Level, including strong literacy and maths skills</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Committed to own Professional development.</li> </ul>  |           | D         |
| <ul style="list-style-type: none"> <li>Discretion, good judgement and initiative.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Up to date knowledge of employment legislation and HR best practice</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Excellent ICT skills including Microsoft Office, especially Word and Excel, as well as Microsoft Teams</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to deal with difficult and sensitive situations in a diplomatic and professional manner.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Have good interpersonal skills and be able to communicate effectively both orally and in writing.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Demonstrate high level management skills</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to work under pressure, role model resilience and ensure that deadlines are met.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to handle sensitive personnel situations appropriately and to work confidentially.</li> </ul>  | E         |           |
| <ul style="list-style-type: none"> <li>Ability to maintain accurate records and filing systems, introducing digital processes and streamlining workload.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>Knowledge of computerised administration systems.</li> </ul>   | E         |           |
| <ul style="list-style-type: none"> <li>A strong team player, able to build strong working relationships with internal and external parties by dealing calmly, professionally, and effectively with staff at all levels</li> </ul> | E         |           |