



## SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

### JOB DESCRIPTION

#### HR MANAGER

**Responsible to:** Headteacher

#### Main purpose of the job

To deliver excellent HR management practices across the school and be responsible for providing an efficient and robust advisory service to the school in respect of personnel matters.

#### Main job functions. The post holder will effectively:

Develop and update the existing HR management practices and embed these practices across the school by providing relevant training and advice as required.

Ensure practice within the school operates in line with the Trust's central HR policies.

Attend training and meetings as necessary to remain fully informed about developments in HR, training and development and cascade information as appropriate to relevant staff.

Line manage the work of the school's HR Assistant.

#### Advisory Responsibilities

1. Ensure that reporting on HR matters to external bodies is completed within the agreed deadlines.
2. Provide effective advice to the Headteacher and SLT, implementing any actions that may arise.
3. Keep the Headteacher and SLT informed of employment legislation, statutory and regulatory changes as they relate to the school and ensure that the SLT is fully briefed.
4. Advise on personnel policy, practice and procedures for the whole school, ensure policies are implemented, complied with and provide advice and training on their application when necessary.
5. Advise staff as and when required on school policies, terms and conditions of employment and welfare issues. Offer guidance and support for new staff on school procedures and practices.

#### Recruitment, Selection and Retention

1. Lead on all matters relating to recruitment selection and retention in accordance with employment and education legislation and best practice. Regularly update and enhance the school's recruitment documentation and process to reflect regulatory changes and attract quality staff.
2. Manage the recruitment process relating to all vacancies in accordance with the all relevant safeguarding legislation, DfE guidance, safer recruitment regulations and legislation, ISA regulations, employment law, visa sponsorship and best practice. Ensure all necessary recruitment checks are completed, monitored and reviewed as necessary in respect of all staff.

3. Implement an effective robust induction programme to include responsibility in respect of, and commitment to safeguarding children, facilitate training, logins and identity fobs for new staff.
4. Be responsible for terms and conditions of employment and any amendments to contracts as necessary.
5. Monitor and manage the probationary period process for all new staff and liaise with managers to advise on the process and ensure staff reviews and paperwork are completed in a timely manner.
6. Support line managers to produce accurate and effective job descriptions and person specifications.
7. Organise and deliver successful staff interviews by liaising with relevant parties to provide accurate information to applicants and compliance with equality and safeguarding guidelines, effective communication to prospective candidates to ensure a professional representation of the school and a welcoming approach.
8. Organise and implement annual flu inoculations for all staff.

### **Attendance at work**

1. To support and advise the Headteacher on matters relating to attendance at work.
2. Regularly monitor absence of all staff and communicate and correspond as necessary with staff on matters of ill health, entitlements to sick pay and phased returns to work.
3. Liaise with the finance department on issues of sick pay and entitlements for staff as required.
4. Liaise with the Headteacher on any areas of concern and manage staff through the Attendance at Work Policy to the appropriate conclusion.
5. Liaise and correspond as necessary with the appropriate Occupational Health provider and submit referrals for members of staff as appropriate.

### **Employment relations**

1. In accordance with statutory requirements and best practice, provide advice, support and guidance to the Headteacher and line managers in relation to performance management processes and procedures.
2. In conjunction with the Headteacher to be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines such as provided by the DfE.
3. Liaise as necessary with the school's legal advisors.
4. Provide constructive advice to the Headteacher.
5. Be responsible for advising on the management of the disciplinary process where applicable.
6. Provide advice, support and accurate documentation for the Headteacher and Senior Leaders throughout disciplinary and grievance procedures.
7. Ensure fairness and consistency prevails when dealing with all disciplinary matters.

### **General**

1. Keep abreast of updates and developments within the HR field.
2. Manage and maintain accurate staffing records ensuring they are kept updated and used in accordance with the UK General Data Protection Act.
3. Maintain accurate staffing information on a Single Central Register and SIMS and produce the Schools Workforce Census.
4. Maintain and administer a system to provide online Child Protection training and certification.
5. Liaise with the finance department to ensure accuracy of payroll information and correspond with staff when anomalies occur.
6. Undertake Maternity Risk Assessments and ensure the school carries out the required duty of care. Explain and advise staff on Maternity and Paternity rights and entitlements and correspond as necessary with staff and the finance department to ensure accurate information is maintained and updated.
7. Produce analysis of staff turnover figures, up to date staff lists and staff reports when requested.

8. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
9. Take responsibility for the school's safeguarding procedures in all aspects of the recruitment process and administer the child protection policies and procedures, and demonstrate commitment to promoting and safeguarding the welfare of children and young people in line with these.
10. To oversee an effective exit system for leavers to ensure all school items are returned and access to systems and premises are terminated.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **GDPR**

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

### **Safeguarding Children**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

### **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times



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## PERSON SPECIFICATION

<b>Key</b>	<b>Selection Criteria:</b> E- Essential D- Desirable	<b>Evidenced from:</b> A- Application Form I - Interview Process
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## PERSONNEL ADVISOR

Qualifications and training	E	D	A	I
Educated to GCSE level Grade C equivalent including Mathematics and English	✓		✓	✓
Associate Member of the CIPD		✓	✓	✓
Chartered Member of the CIPD		✓	✓	✓
Evidence of further training in people management skills or employment law		✓	✓	✓
Knowledge Able to evidence and apply knowledge and understanding of:	E	D	A	I
Current employment law	✓		✓	✓
People Management policies and best practice guidelines	✓		✓	✓
National and local legislation and policy related to Education		✓	✓	✓
Teachers and Support staff pension schemes and benefits		✓	✓	✓
Safer recruitment legislation		✓	✓	✓
Disciplinary and Grievance procedures	✓		✓	✓
Maternity, Paternity and Parental Leave entitlements	✓		✓	✓
Skills and abilities Able to demonstrate evidence of:	E	D	A	I
Successful experience of providing reliable advice with particular emphasis upon managing performance and attendance.	✓		✓	✓
Excellent interpersonal and communication skills, both written and spoken	✓	✓	✓	✓
Good level ICT skills	✓		✓	✓
Liaising confidently with a variety of staff, external agencies			✓	✓
Recognising sensitive, confidential situations and deal with them accordingly	✓		✓	✓
Dealing with a considerable number of tasks simultaneously	✓		✓	✓
Communicate effectively and diplomatically both verbally and in writing at all levels	✓			
Excellent time management and organisational skills	✓		✓	✓
Ability to work independently and take initiative	✓		✓	✓
Carrying out Maternity Risk Assessments	✓		✓	✓
Successful proven experience of:	E	D	A	I

Experienced at managing a number of complex issues simultaneously including all areas of people management practices.	✓		✓	✓
Provision of effective training to enhance organisational development	✓		✓	✓
Sustaining high levels of operational HR performance	✓		✓	✓
Researching information using ICT effectively and efficiently	✓		✓	✓
Producing accurate information within set measurable deadlines	✓		✓	✓
Working to tight deadlines in a calm unflustered manner	✓		✓	✓
Dealing with confidential information appropriately and in accordance with the Data Protection rules and employment law	✓		✓	✓
Previous relevant experience in the education sector		✓	✓	✓

<b>Personal qualities, attitudes and approaches</b> The successful candidate will:	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Show enthusiasm, initiative and commitment to ensure that best practice is embedded throughout the school	✓		✓	✓
Hands on 'can do' approach	✓		✓	✓
Be committed to achieving and delivering excellence and success	✓		✓	✓
Be committed to learning and continuous personal professional development				
Be an inspirational, creative thinker able to turn ideas into practical solutions	✓		✓	✓
Tackle difficult issues, take difficult decisions and convey outcomes clearly, positively and where appropriate; sensitively	✓		✓	✓
Value and develop positive appropriate relationships all external agencies including staff and governors	✓		✓	✓
Be required to have satisfactory Enhanced DBS clearance and suitable to work with children	✓		✓	✓
Be a clear and effective communicator who demonstrates a good fluent command of the English language both orally and in writing	✓		✓	✓
Able to independently and as part of a team	✓		✓	✓
Prepared to work flexibly within reason	✓		✓	✓
Be reliable and patient	✓		✓	✓
Demonstrate a methodical and organised approach to work	✓		✓	✓
Good sense of humour	✓		✓	✓
Commitment to raising standards			✓	✓
Resilience and determination to be successful	✓	✓	✓	✓
Ability to work well under pressure	✓		✓	✓
Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	✓		✓	✓