



NEWSTEAD WOOD SCHOOL JOB DESCRIPTION

Position: HR Manager

Line Manager: School Business Manager

Hours: Up to 37.5 hours per week (flexible working will be considered), Term Time Plus 2-4 weeks

Salary Banding: £32,000 to £36,000 FTE (dependent upon experience)

Start Date: Immediate Start

Job Purpose:

To deliver a high quality and efficient HR service and to ensure that day to day operational functions are effectively managed. Support the development and monitoring of a long-term people strategy in consultation with SLT taking strategic and professional advice from the HR Business Partner to ensure that Group priorities are met.

To work with the SLT to ensure that all HR related matters are prioritised and dealt with in an effective and consistent manner, providing advice and guidance regarding policy and best practice.

To support The Academy in ensuring that the Single Central Record is compliant with safeguarding and Ofsted regulations.

General Duties:

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and confidentiality. This role also demands high levels of literacy as all written communication must be in Standard English.

Recruitment and Compliance:

1. Manage the recruitment of all staff using United Learning processes, including production and placement of advertisements; interview administration; pre-employment checks (including maintaining the Academy's Single Central Record); writing letters of appointment; issuing contracts of employment; and new starter induction.
2. To ensure that the recruitment and retention of staff is managed efficiently and effectively, providing oversight of demand and cost efficiencies where appropriate.

3. Ensure that The Academy has an up-to-date Single Central Record (SCR) and that this is reviewed and audited regularly by the Principal, Safeguarding Lead and Chair of Governors to ensure it is 'inspection ready' at all times.
4. Oversee that all annual staff returns are collated and retained as required.
5. Ensure that the appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.

Performance Management:

6. Ensure that the annual performance process is completed on schedule for all staff and reporting requirements are met.
7. Work with the Principal to ensure that line managers are trained and competent in their responsibilities, including setting objectives, conducting interim reviews and end of year appraisals, and managing concerns about performance.
8. Identify training needs and arrange staff training as required.
9. Responsibility to support and advise the SLT on best practice and the risks associated with employment matters with a view to preventing costly litigation.
10. Responsibility to providing HR advice to The Academy and its employees, escalating to the HR Business Partner for any complex or specialised advice.
11. Work alongside the United Learning HR team, the Principal and Senior Leadership Team to ensure compliance with HR policies and procedures (United Learning and TUPE) as well as statutory requirements.
12. Maintain a good understanding of United Learning and TUPE terms of employment and deal with queries from employees and senior leaders.
13. Complete payroll paperwork in an accurate and timely manner; review and sign off payroll on a monthly basis.
14. Attend Pay Moderation Meetings ensuring equity and the oversight of the administration of the outcomes.

Attendance Management:

15. Maintain accurate records of staff attendance and monitor requests for holidays and other absence.
16. Ensure that employees and line managers are familiar with absence procedures and requirements, including certification and return to work meetings.
17. Arrange and support return to work and absence review meetings with staff, as required.
18. Manage all aspects of Maternity, Paternity, Adoption and Parental leave and pay.

Flexibility:

19. This job description is not intended to be all-inclusive and we require the post-holder to be flexible and show initiative

20. The post holder may be required to perform other related duties, within the pay grade, to meet the ongoing needs of the school
21. Any other duties as deemed necessary by the Principal

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Newstead Wood School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.