

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	HR Manager
<b>JOB PURPOSE</b>	To manage all aspects of HR for approximately 160 staff. This will include providing a high-quality HR support service to all staff and leading on their wellbeing at Westminster Academy.  To provide HR-related support and provide data to the School Business Director
<b>RESP/GRADE</b>	WA Scale PO6 SCP 40 - 43 (£48,193 - £51,341) 8:00am – 4:00pm Mondays - Fridays Full time
<b>RESPONSIBLE TO</b>	School Business Director (SBD)
<b>RESPONSIBLE FOR</b>	HR Administrator x1

### DUTIES & RESPONSIBILITIES

#### Human Resources Management

- To lead on and manage all human resources, employment and employee matters
- Handling contractual matters, recruitment processes, disciplinary and grievance issues, investigations, restructuring, competency, health and sickness, skills and training needs analysis and all other personnel matters.
- Keep abreast of developments in employment law
- Play a major role in the employment and retention of a high-quality workforce.
- Overseeing and ensuring the schools MIS is up to date with all personnel records, sickness and absence.  
Reviewing, implementing and managing a HR system.
- To ensure that all aspects of safer recruitment are adhered with structured systems and processes in place to record appropriately; DBS, Single Central Record, etc.
- Overseeing and ensuring all personnel related data on all databases are accurate in support of Staff Census processing.
- Overseeing and ensuring production and submission of any data required by internal and external stakeholders are completed within the data protection law.
- Arranging and delivering staff training as needed making sure school and government policies are followed.
- Provide reports and analysis as needed.

#### Employee Relations

- To work collaboratively with the SBD to provide high quality expert HR support for a wide range of employee relations staffing issues.

- Liaising with line managers and leadership at all levels on employment- related issues to maximise service delivery.
- To support SBD in undertaking investigations in relation to all disciplinary investigations and any other HR procedural cases (i.e. grievance/sickness etc.).
- To support the SBD with any Employment Tribunal cases.
- To lead on the internal management of staff sickness absence, including conducting, coordinating with the SBD to conduct, and having oversight of return to work meetings and overseeing the effective implementation of the Academy's Sickness Absence Policy.
- To be responsible for the ongoing management of staff sickness absence and attendance and to provide advice and information to the SBD on strategies to improve absenteeism.
- Data collection, tracking and analysis on the areas of; sickness/other absence, staff cover, retention, gender pay gap.
- Carrying out the minute taking of confidential staff HR meetings
- Managing maternity and paternity leave administration and to personally conduct risk assessments for expectant mothers.
- Overall responsibility for ensuring that staff records are up-to-date and maintained accurately. This includes both manual and computerised records, including attendance, leave, special leave, pay changes and accidents. Ensuring that all staff files are kept up-to-date and confidential in line with the Data Protection Act. Also ensuring that files are ready for occasions when the School is audited.

#### **Staff Wellbeing**

- To recognise when staff are going through difficult personal circumstances and signpost them to the correct services, whilst maintaining a balance with the School's high expectations around attendance and performance. This may include supporting and listening to staff going through extremely difficult emotional and distressing circumstances, and directing them to the correct agencies for support.
- To drive staff wellbeing initiatives

#### **Recruitment**

- Responsibility for overseeing the full recruitment and selection procedure for all staff appointed at Westminster Academy, for ensuring recruitment carried out effectively and in line with Safer Recruitment guidance and for keeping the School's Safer Recruitment Policy up-to-date and in line with national guidance.
- Fully responsible for leading on the recruitment and selection of all staff.

#### **Policies, Procedures and Safeguarding**

- Responsible for ensuring that the Academy internal staff-related policies and handbooks remain fully up-to-date and in line with national legislation and circulated to staff as required. To keep abreast of new developments in employment law legislation which may affect HR activities and working with the SBD to implement any changes
- Responsible for supporting the SBD on relevant Staff Risk Assessments ensuring these are up-to-date and completed by new staff as appropriate.

- Overall responsibility for holding and keeping the School's Single Central Record up-to-date, in line with national guidance and Ofsted requirements.
- Ensure the schools employee/staffing Management Information System (IT solution) is updated to ensure staff data management and reporting is efficient and effective.
- Assist the SBD in the preparation and participation of probity audits.
- To ensure attendance at School safeguarding training, and to ensure attendance of all members of the HR team.
- To remain up to date with safeguarding responsibilities and School policies as they relate to this post
- Undertake ad hoc assigned HR projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

**PERSON SPECIFICATION: HR Manager**

Attributes	Minimum Criteria
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Extensive generalist experience in HR Management specifically including dealing with employee relations issues and processes.</li> <li>• Prior experience of HR work within the education/schools' environment.</li> <li>• Experience of successfully working within schools of all types and of giving sound, confident advice that is consistent with the School's HR policies and procedures.</li> <li>• Experience of policy or procedure writing and project management from concept, to sign off and roll-out.</li> <li>• Previous experience of leading on recruitment campaigns from; drafting advertisements and job descriptions through to chairing interview panels.</li> <li>• Prior experience of managing all aspects of absence and attendance within an organisation.</li> <li>• Experience of dealing with difficult and sensitive HR situations in a diplomatic and professional manner.</li> </ul>
<p><b>Education, Training And Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Graduate Member of the CIPD or relevant equivalent qualification.</li> <li>• Level 5 post-graduate diploma in HR Management or equivalent.</li> <li>• At least Grade A* to C (or equivalent) GCSE or equivalent in Maths and English, preferably an A Level in Maths or relevant NVQ Level 3.</li> <li>• Evidence of CPD.</li> </ul>
<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>• Up to date knowledge of employment legislation, HR best practice and national terms and conditions applicable to school staff.</li> <li>• Specific evidence of the ability to manage the HR function within a busy large school environment.</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Able to deliver services and systems applicable for effective school management.</li> <li>• Ability to deliver value for money initiatives and clear understanding of best value.</li> <li>• Able to strategically influence decision making within the School.</li> <li>• Excellent organisational, interpersonal and time management skills.</li> <li>• Ability to use to a good standard an appropriate school HR management package. Ability to use, to a good standard, a range of ICT packages including Microsoft Excel and Word, Google Workspace, MIS systems, HR systems, Payroll systems</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to communicate verbally with and write reports for a range of stakeholders including; Senior Leadership, Governors and external agencies.</li><li>• Ability to seek out, manage and influence opportunities for continuous improvement and change.</li><li>• Working knowledge of statutory reporting for schools including; Gender Pay Gap and School Workforce Census.</li><li>• Excellent minute taking skills</li></ul> |
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