

Job Title:	HR Manager
Salary Grade and Range:	6/7 Scale points 18-25
Working Pattern:	Term Time plus 1 week, 35 hours per week Monday – Friday, flexible working patterns within the usual school hours
Base School:	Coombe Wood School
Responsible to:	Headteacher
Responsible for:	Management and administration of the HR function with the school

General Purpose:

To manage the provision and provide administration of the HR function for the staff based at Coombe Wood School, dealing with HR matters as they arise and using the necessary systems for recording information and payroll details, (please note this role does not involve payroll responsibilities) submission of reports and returns as required. Observe safeguarding requirements throughout all HR routines.

To provide HR service undertaking any daily or weekly routines and responding to urgent or immediate staff enquiries on behalf of the Headteacher and for staff.

Responsibilities will include:

Recruitment

- Updating recruitment materials, candidate packs and adverts
- Placing adverts in media outlets and on school websites
- Handling recruitment enquiries
- Reference seeking and checking prior to and following interview
- Candidate liaison relating to interviews
- Planning and arrangements for interview days in conjunction with senior leaders
- Undertaking all pre-employment checks
- Preparation of contractual information and offer letters
- Inputting new staff data into EveryHR and the Dataplan/Vera payroll system (SIMS if required)
- Initiating and recording new starter medical assessments
- Risk assessments where required (pre DBS clearance for employment)
- Claim teachers on the Government Register
- Prepare all probationary correspondence

Single Central Record

- Add necessary information to EveryHR to ensure the SCR is up to date
- Running reports on EveryHR in relation to the SCR
- Process and record DBS applications
- Promote safeguarding best practice in our staff record keeping overall
- Support maintenance of the Single Central Record with
 - Maintain list of contractors and ensure safer recruitment practice is established within their organisation.
 - Ensure safer recruitment of peripatetic music teachers, annual safeguarding training undertaken and public liability insurance maintained.
 - List of current sports coaches used as part of the HRF delivery
 - Keep list of governors up to date on SCR
 - Maintain list of regular DBS-checked visitors in conjunction with Reception

School Workforce Census

- Utilise EveryHR to prepare schools for School Workforce Census report
- Run and upload the reports via Government gateway

Absence reporting and recording

- Utilise EveryHR to ensure that absence data is captured correctly through the SIMS migration
- Prepare absence reports as required throughout the year
- Monitor absence-related tasks in EveryHR and follow up where required.

Contractual changes and terminations

- Following correct authorised procedures notify staff of contractual variation
- Amend personnel and payroll details as required
- Ensure all resignations are appropriately acknowledged
- Arrange documentation and exit procedures
- Notification to IT, office and finance of leavers' names and departure dates
- Close contracts on payroll and end employment information on EveryHR
- Disown teachers on Government registers

Personnel Records

- Ensure that all personnel records are maintained through Every HR and hard copy where appropriate.
- Ensure that all personnel records for leavers are archived and retained in accordance with GDPR requirements.

Advice

- Provide advice to staff on their rights e.g. maternity, paternity, disciplinary etc.
- Give advice on Capability and Disciplinary Procedures and attend meetings as requested.
- Ensure access and availability of HR policies to all staff

Other

- Complete Risk Assessment for Convictions
- Organise and complete Risk Assessments for Pregnant Employees
- Arrange for medical Risk Assessments as notified or prompted by events

Effective Day to Day Management:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct.

Other duties:

- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality always.

Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas within our schools to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the schools to support raising student motivation, aspiration, and achievement, improving behaviour, and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with Folio's ethos and our core values is always expected.

The job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.

NAME: _____(Please print)
(Postholder)

SIGNATURE: _____

NAME: _____
(for the Trust)

SIGNATURE: _____ DATE: _____

October 2022

Person Specification

HR Manager

Criteria	Essential	Desirable
Education & Qualifications:		
<ul style="list-style-type: none"> Educated to A Level standard 		X
<ul style="list-style-type: none"> English, Maths GCSE (or equivalent) at Grade C or above 	X	
<ul style="list-style-type: none"> HR or Personnel related qualifications strongly preferred 	X	
Skills , Knowledge & Experience		
<ul style="list-style-type: none"> Experience of working in Human Resources management/ advisory capacity 	x	
<ul style="list-style-type: none"> Highly organised with good administrative skills 	X	
<ul style="list-style-type: none"> Good working knowledge of Microsoft Word and Microsoft Excel 	X	
<ul style="list-style-type: none"> Good understanding of the DBS application process and Single Central Record Maintenance 		X
<ul style="list-style-type: none"> Good understanding and previous experience with personnel management systems (eg EveryHR) SIMS and payroll – <i>can be taught</i> 		X
<ul style="list-style-type: none"> Experience of working in an Education environment 		X
<ul style="list-style-type: none"> Experience of preparing and running HR related reports from HR systems 		X
Personal Qualities		
<ul style="list-style-type: none"> Trustworthy and able to handle and process confidential information appropriately 		
<ul style="list-style-type: none"> Show an understanding of safeguarding responsibilities and the need to work within the School's Child Protection Policy 		
<ul style="list-style-type: none"> Appreciation of the issues of confidentiality and adherence to data protection regulations 		
<ul style="list-style-type: none"> Ability to form good working relationships with staff and comfortable in a school environment 		
<ul style="list-style-type: none"> Good oral and written communication skills that will enable you to discuss and handle confidential personnel issues discreetly 		
<ul style="list-style-type: none"> Calm demeanour 		
<ul style="list-style-type: none"> Good organisational and time management skills and the ability to work under pressure 		
<ul style="list-style-type: none"> Able to operate well within a team and independently 		
<ul style="list-style-type: none"> A high degree of professionalism in your approach to work and tasks set 		
<ul style="list-style-type: none"> Present a good role model for students 		
<ul style="list-style-type: none"> A good sense of humour 		

- Willing to undertake and commitment to continuing professional development (we expect that a process of continual professional development supports improvement in identified areas as part of the School's appraisal system).