



THE DOWNS SCHOOL & SIXTH FORM

JOB DESCRIPTION

Job Title: Human Resources Manager

Responsible for: HR Services within The Downland Federation

JOB PURPOSE

- To support the Executive Headteacher, Headteachers and other members of the Senior Leadership Team using professional knowledge and skills within a range of responsibilities set out below
- To review and make recommendations to maintain a high quality workforce
- To develop a recruitment and retention strategy
- To differentiate between the needs of each school but maintain the application of best practice in all areas

MAIN (CORE) DUTIES

- To provide day to day support to managers and senior colleagues within a range of agreed policies and procedures to achieve the best outcomes for the setting and in accordance with the overall ethos and culture of the Federation

Recruitment, Induction and Training

- Responsibility for the development and updating of the Federations recruitment strategy to ensure all schools are able to retain and resource a strong workforce
- Oversee the recruitment and selection process undertaken by the resourcing assistant for Teaching and Associate Staff
- Advise on the creation of new job descriptions for all posts in the Federation
- To ensure that data is collected during the recruitment process and used to inform Senior Leadership colleagues to influence future recruitment activities
- Ensure that contracts and offer letters and changes to terms and conditions are completed in a timely manner
- Provide contractual information to the timetabling team

Employee Relations

- Provide support and where necessary advice on areas such as Disciplinary, Grievance, Capability, structural change and consultations, capturing minutes when required
- To establish and maintain excellent working relationships with trade union colleagues
- To ensure that there is an appropriate exit interview strategy in place and that data collected during this process is used to inform Senior Leadership colleagues highlighting any issues or patterns
- Providing accurate well-structured reports to stakeholders
- Monitor staff attendance with the support of the Staff Attendance Manager and provide termly staff Absence reports to the Governing Committee for Staff, Pay and Conditions
- To take a lead role in any future staffing structure re-organisation or transfer of undertakings (TUPE)
- Work with the Assistant Headteacher – wellbeing to support in creating a healthy work life balance for staff
- To review equality and diversity within the federation staffing and make recommendations
- Provide coaching and support to all managers to develop and enhance people management skills across the federation

Sickness and other Absence support

- To review staff absence data collection to ensure it is used in accordance with best practice and management action is consistent with agreed procedures
- Support staff returning from long term absences including seeking guidance from Occupational Health where appropriate

Performance Management

- To promote effective performance management systems for all staff
- Support in the application of the agreed Appraisal system for teachers/associate staff
- Co-ordinate each process and ensure that staff performance management reviews are undertaken by the appropriate line managers and suitable records are maintained
- Support the Headteacher with the written confirmation of performance management and pay progression

Pay

- Advise on appropriate remuneration for roles in line with the STPCD and Associate Staff Grading
- Conduct benchmarking exercises to ensure that the school remains competitive
- Liaise with external HR provider on job evaluations
- Liaise with finance team on all matters related to pay and conditions of employment

Data and Safeguarding Requirements

- Overseeing the Single Central Record ensuring its accurate, up to date and in line with KCSIE
- Ensure that all staff files (paper and electronic) are accurate and up to date and comply with data protection and GDPR requirements
- Liaison with various outside agencies such as UK Border Agency, Disclosure and Barring Service and the Teaching Agency to resolve more complex employment issues

Administration

- Maintain a current list of all staff including structure charts
- Complete the annual School Workforce Census
- Participate in the review of Occupational Health contracts with outside providers in order to provide demonstrable quality/value for money
- To represent the HR function at internal and external meetings
- Keep up to date on changing employment legislation
- Liaise with LA regarding school transport – term dates etc
- Keep updated records of bus schedules and prepare route lists
- To access continuous professional development consistent with the standards set out by the Chartered Institute for Personnel and Development (CIPD)

Line management Responsibility

- Human Resourcing Assistant
- Staff Attendance Manager

Scope of role

- Advise on value for money recruitment procedures
- Keep accurate record of expenditure relating to recruitment advertising
- Liaise with senior/middle leaders over recruitment
- Liaise with HOYs concerning admissions
- Liaise with Staff Attendance Manager over staff absences and advise on appropriate actions
- Liaise with Finance Officer over staffing issues relating to contracts and pay

PERSON SPECIFICATION

Job Title: Human Resources Manager		The Downland Federation
KEY CRITERIA	ESSENTIAL	DESIRABLE
Work-related Personal Requirements	<ul style="list-style-type: none"> • Well organised and proactive • Ability to work and remain calm under pressure and to deadlines • Ability to prioritise tasks • Clarity of thought and a logical structured approach • Integrity and confidentiality • Attention to detail • Sensitivity and diplomacy • Excellent interpersonal and communication skills • Able to work without direct supervision • Enthusiastic, positive approach • Willingness to develop and update knowledge and skills and to be proactive about this 	
Competence Summary <i>(Knowledge, abilities, skills, experience)</i>	<ul style="list-style-type: none"> • Experience of recruitment and selection • Knowledge of Employment Law • Experience of managing HR administration function • Accurate administration skills • Confidence with IT software packages • Strong verbal and written communication skills • Confidence to communicate effectively with all levels of staff, both inside and outside school • Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Experience of SIMS • Experience of HR within education
Qualifications And Training	<p>GCSE English and Maths</p> <p>A Level</p> <p>Degree or equivalent experience</p> <p>Commitment to continuing professional development</p>	Certificate in CIPD
Other Work Requirements		Car Driver/Owner