



HUMAN RESOURCES MANAGER

Job Details

Salary: £35,498 - £38,251

Contract type: Full-time, permanent

Based: South Kensington

Abingdon House School and College is a unique and successful Independent Day School for children with special educational needs including autism, ADHD, dyslexia, dyspraxia and other associated needs, aged 5-19. The school operates a mainstream styled provision, delivering holistic and integrated programmes of education, therapy and personal development for its students.

Abingdon House School has two sites, a Prep School for students aged 5-13, and a Senior School for students aged 11-19. Abingdon House School is part of the Cavendish Education Group.

The Cavendish Education Group

Cavendish Education is a family of independent co-educational day and boarding schools and colleges for students between the ages of five and 21.

As a group, we are transforming the common perception of specialist education and throughout our schools, we challenge what it means to be neurodiverse by supporting our students to excel in ways they never thought possible.

We believe we are unparalleled in our approach, which sits between mainstream and traditional special school education. Our curriculum supports and nurtures students with a diagnosis of autism and associated communication and language needs, as well as those with specific learning difficulties such as dyslexia, dyspraxia and dyscalculia.

Main Purpose

To be responsible for all HR processes and procedures throughout the School including recruitment, selection and retention, induction, compliance and policies, performance management, training and development

Understand and ensure full implementation of school policies and procedures in particular relating to Child Protection and Safeguarding, Health & Safety, Safer Recruitment and Equality



Duties and Responsibilities

Leadership, management and advice

- Provide advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law.
- Coordinate appropriate external legal or professional advice where required
- Monitor and review the school's HR strategy, ensuring it meets the school's long-term needs and goals
- Develop and implement a workforce plan for the school, including identifying skills gaps and assisting with financial modelling of staff deployment options
- Monitor and review the school's HR policies and procedures
- Manage the school's use of external HR providers and services
- Manage the school's HR information system, including managing user access, providing training, generating reports, and considering future developments
- Manage and update school HR documents, including school policies and the staff handbook
- Lead on implementing organisational change, such as restructuring, redundancy and TUPE
- Assist with disciplinary and grievance procedures, as necessary

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Preparing material for interviews, including collating interview questions and developing tasks
- Work with recruitment agencies to fill temporary vacancies
- Responsible for up-to-date employment contracts and offers of employment and annual salary letters
- When required process staff applications for work permits or visas in conjunction with the Bursar; manage the submission process to the Home Office
- Ensure safer recruitment procedures are followed
- Be part of the GDPR data team to ensure that the School is fully compliant with Data Regulations, HR and Employee Relations

Safeguarding and record keeping

- Responsible for ensuring the Single Central Record (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers
- Complete all required safer recruitment checks



- Manage all staff personnel files
- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Ensure that all staff have the necessary training at induction, inset and throughout the year
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Staff engagement and wellbeing

- Develop an effective approach to absence management, putting support in place to reduce the risk of long-term absence
- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the school's approach and responsibilities
- Responsible for the maintenance and updating of the Staff Handbook

Other duties

- Maintain the Complaints and Compliments logs
- Manage staff training requests and maintain staff training matrices
- Manage staff IT permissions
- To provide support as needed as a member of the admin team, this may include the following:
 - Provide office cover in the absence of the Office Manager
 - Administer medication to students

The HR manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR Manager may carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

An enhanced DBS certificate will be required.

For an application pack please contact: HR@abingdonhouseschool.co.uk.