



JOB DESCRIPTION HUMAN RESOURCES MANAGER

PURPOSE OF THE ROLE: Responsible for the provision of an HR function to the School

RESPONSIBLE TO: The Bursar

Main Duties and Responsibilities

General

- Work closely with the Headmistress, Bursar and the rest of the Senior Management Team providing advice and support on HR issues and employment issues.
- Provide advice and guidance to managers with regard to the work cycle of their staff.
- Performance management tracking, including supporting managers in the appraisal process.
- Maintain and oversee personnel administration tasks.
- Oversee the Single Central Register (SCR), ensuring it is accurate and complete.
- Provide information, reports and statistics to the Headmistress and Bursar, as required.

Compliance

- Develop, maintain and update policies in line with School procedures and current legislation, including Independent Schools Inspectorate (ISI) Regulations and Keeping Children Safe in Education (KCSIE).
- As a member of the Compliance Committee, attend weekly meetings and contribute and advise on School policies.
- Work with the Senior Management Team to ensure that Heads of Department and line managers are aware of the employment and staffing policies and procedures, and are able to operate them effectively to ensure that timely and consistent HR processes are followed. Ensure staff awareness of core policies and procedures, especially on joining the School and as policies are updated.
- Advise managers and staff on content of policies, as required.

Recruitment and Selection

- Provide an effective safe recruitment function for the School, regularly reviewing and amending as appropriate and in line with legislation.
- Liaise with managers to produce advertisements, job descriptions and person specifications.
- Place advertisements and manage applications when necessary.
- Draw up interview questions and sit on interview panels, when required.
- Work with the Headmistress and Bursar to ensure that all staff have accurate and effective Contracts of Employment and, if appropriate, Occupancy or Rental agreements.
- Liaise with Heads of Department and other line managers to ensure all staff receive comprehensive induction.

Performance Management

- Monitor performance of support staff including the probationary review process.
- Absence monitoring and coaching of line managers in addressing persistent short-term and long-term absences.
- Support and advise managers during disciplinary and performance processes.
- Investigate grievances when required and in line with School policies, reporting to the line manager with recommendations.

HR Administration

- In conjunction with the Head's PA and the Bursar's PA, to oversee all administration for the School's HR processes, to include:
 - Recruitment processes, including creating and placing of advertisements, creating/updating job descriptions and person specifications; administering adverts on recruitment websites; interview schedules; reference requests for potential and new employees.
 - Administration for all new starters, issuing offer letters and contracts of employment for support staff and working with the Headmistress and her PA concerning academic staff.
 - Ensuring all staff files are kept up-to-date.
- Administer flexible working requests and liaise with the Senior Management Team, arrange meetings and issue correspondence within appropriate timescales.
- Administer maternity and paternity leave and liaise with the Senior Management Team and relevant Heads of Department.
- Liaise with the Finance Manager with regard to Payroll, ensuring all information related to new staff, staff changes, leavers, etc., is forwarded in good time; assist in resolving pay queries. Support the administration associated with the academic and support staff annual pay reviews, including correspondence, payroll notification, etc.
- Ensure secure storage of personnel information in line with the Data Protection Act.
- Manage the induction and exit process.

Training and Development

- Organise Child Protection training for all new staff alongside the designated Child Protection Officer.
- Administer the Educare online training site, registering staff for courses, as required.
- Ensure staff training is recorded on SIMS and accompanying certificates are placed on personnel files.
- Maintain a record of training needs as identified in the appraisal process.

Strategic

- Provide an overview of the School HR function, identifying opportunities to achieve School objectives and improve processes.

This list is not exhaustive and the post holder may be asked to carry out other relevant tasks, by management, when necessary.

All duties should be undertaken in accordance with the School's policies and procedures, especially those relating to child protection, code of conduct, and health and safety.

October 2017