



Gildredge House

Gildredge House Recruitment HR Manager Job Description

Purpose of Role:

To deliver an effective and comprehensive HR service including the provision of professional and confidential personnel, HR and employment law advice and guidance related matters. To be the school lead on recruitment and contractual matters, employee safety, welfare and health. To ensure compliance with all relevant HR Legislation and Health and Safety Legislation.

Key Accountabilities:

Business Processes

- Develop HR practices and objectives that provide employee-oriented, high performance culture that emphasises quality, productivity and high standards.
- Strategically develop and maintain a comprehensive set of HR policies and procedures and regularly review and update them according to relevant legislation.
- Develop, implement and monitor service standards and targets for the HR service.
- Working alongside the Director of Finance and Administration improve business processes in order to drive through improvements in service delivery and to identify and deliver both cashable and non-cashable benefits to the school.

School Workforce

- Provide advice to the Head Teacher, members of the Senior Leadership Team, teaching staff and support services staff. Provision of advice on employment law matters as required.
- Lead the ongoing development of a superior workforce able to meet the high demands of the education sector.
- Advise and report on a range of employment issues such as discipline, grievance, capability, remuneration, performance related pay, etc.
- Maintain the absence database in the school's information management system and track and monitor staff absence.
- Advise and project manage lead on restructuring, change management, redeployment, redundancy policies and procedures, etc.
- Advise on all legislation, negotiating bodies, national or local conditions of service in as much as they impact on the school's workforce.
- Advise the Head Teacher and members of the Senior Leadership Team on changes to pay, benefits and other terms and conditions and new working practices.
- Support investigations into any allegations received by the Head Teacher by preparing communications, organising and taking meeting minutes.
- Lead contact with the school's external HR Consultant.
- Job evaluation using appropriate job evaluation scheme.
- Develop and monitor employee recognition budget that motivates staff and encourages retention.
- Establish an in-house employee training system for teaching staff and support services staff in equal measure.
- Manage and evaluate the effectiveness of the school's Occupational Health Services provider.

Performance Management

- Provide appropriate training and support to Line Managers on the school's appraisal procedures.
- Maintain a central file database of performance management documents.
- Create and issue annual pay statements based on performance management outcomes.

Recruitment, Selection and Retention

- Strategic advice and professional support on recruitment, selection and retention issues.
- Manage the school's appointment administration including preparing effective recruitment materials and advertisements which reflect the school in a positive light.
- Manage the interview process and service the short-listing panel with documentation as required.
- Manage the careers@gildredgehouse.org.uk email account and ensure effective communication with candidates.

Safer Recruitment

- Ensure the school is fully compliant with Safer Recruitment guidance.
- Responsible for the application process for DBS certificates ensuring that new staff, contractors and volunteers have the correct statutory checks.
- Responsible for the issuing of contracts and terms of employment, successful probationary period letters and all other new-starter paperwork including pension administration.
- Responsible for termination administration ensuring that processes and procedures meet employment law guidelines. Provision of support to Line Managers.
- Ensure that the school's Single Central Record is 100% accurate and up-to-date at all times.
- Oversee and maintain the school's personnel database so that records are accurate and retrieval is efficient. Maintain confidentiality of all records.
- Maintain the permissions within the school's information management system.
- Responsible for client management and monitoring of all agency contracts.
- Responsible for client management and monitoring of the school's Occupational Health and Health and Safety contracts.

Payroll

- Ensure the monthly submission of accurate and timely HR data to the school's external payroll provider in liaison with the Director of Finance and Administration.
- In partnership with the school's Director of Finance and Administration undertake checking of the monthly payroll and ensure pension contributions are appropriate to role and scale.
- Authorisation of expenditure and budget management in relation to HR service.

General

- HR lead on school projects as required.
- Facilitate all HR-related training and communication events.
- Contribute to the development of the School's Strategic Development Plan.
- Provide timely and accurate reports in relation to HR data.
- Represent Gildredge House at external HR meetings.
- When directed by the Head Teacher attend Governors meetings.
- Any other duties appropriate to the post and grade as required by the Head Teacher.

The post-holder will undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the school's Equal Opportunities Policy.

While carrying out duties, the post-holder will ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data exposed to in the line of duty.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.