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| **Paddock School** | **Job Title: HR Manager** |
| **Responsible to: Business and Operations Manager** | **Responsible for: HR Assistant** |
| **Grade: Scale PO1****Spinal point: 29 - 31** | **Working Hours: 36 per week****TTO / AYR: All Year Round** |

**Main Job Purpose**

The HR Manager is the school’s leading strategic HR professional to ensure the school meets its educational aims and works in partnership with the Business and Operations Manager and SLT to ensure the right people with the right skills and right attitude are recruited at the right cost.

The HR Manager is accountable for the recruitment, induction, training, continual professional development, performance management and resignation of all staff and volunteers. They will provide robust advice and support to school leaders on all manner of complex staff management processes including disciplinaries, grievances, sickness absence, change management in accordance with up to date employment law, statutory requirements and best practice.

The HR Manager will oversee the HR services for staff, including liaising with Payroll, HR and other relevant services.

The HR Manager will develop and implement initiatives such as staff wellbeing and is a member of key groups such as the equalities group.

The HR Manager assists in the development of an inclusive culture which recognises and values the contributions of staff, setting high standards and expectations ensuring that everyone is empowered to do their best.

The HR Manager promotes and contributes to the development and implementation of the overall vision, values and aspirations of the school

**Accountabilities**

* Provide forecast and specialist advice to the Business and Operations Manager and SLT on strategic organisation and budget requirements for staff, management and development
* Plan for and monitor HR expenditure according to the allocated budget(s)
* Lead the development, design and monitoring of all HR procedures and practices in school
* Ensure policy creation and implementation reflects statutory best practice & meets legislation
* Seek opportunities to improve & develop activities within the HR lifecycle (how we attract, recruit, manage, develop, train and retain staff & volunteers)
* Provide relevant and highly accurate HR information and data to SLT, the Governing Body and outside agencies e.g. DfE, LA
* Ensure information is maintained and kept up to date on all HR systems & processes, including SIMS, absence, probation, single central record, payroll etc and is compliant with data protection laws
* Line manage, mentor & coach HR team by setting high standards and expectations and challenging underperformance
* Act as main HR interface with Marketing to ensure that all employees fully understand what is happening in the school and key information is communicated quickly.
* Develop constructive relationships and communicate with other agencies and professionals
* Work/lead on HR projects when required

**Main Duties and Responsibilities**

The HR Manager is responsible for the staff forecasting model in order to advise the governing board on strategic organisational design, senior management and staff selection, performance management, development and retention and ensure the appropriate deployment of staff.

HR Policies, procedures and practice

Responsible for the development of Human Resources policies, procedures and practices for the provision of specialist advice and guidance to the SLT, Governing Body on national and local guidelines, policy and statute etc.

* Interpret matters of policy, procedure, practices and statute to ensure the school’s compliance and initiate appropriate action arising
* Ensure that effective Codes of Practice are adopted, disseminated to staff and procedures observed
* Keep abreast of statutory regulations and best practices and modify policies to ensure the school is always up to date in key areas such as recruitment, appraisal & performance development, equality & diversity, pay & benefits, leave, grievance, disciplinary and redundancy

Planning & budgeting

* Identify the need for resources, including management (planning, monitoring & evaluation) of the resources budget and short-term emergency or daily cover
* Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities including succession planning and career development
* Manage volunteer, work experience placements and develop an apprenticeship programme

Recruitment & Induction

* Identify and select resources needed and ensure recruitment policies and plans are in place including advertising, shortlisting, setting tests and preparing interviews, undertaking pre-employment recruitment and DBS checks, and contract creation
* Develop recruitment marketing and advertising materials and activities to attract enthusiastic and skilled personnel employees in liaison with Communications and PR
* To identify and set up strategic partnerships with recruitment agencies and create appropriate service level agreements
* Plan and deliver high quality induction providing new staff essential information regarding safeguarding, school policies, health and safety and administration tasks

Performance Management

* Manage all staff performance processes for the school, the appraisal process and policies
* Support line managers in applying a range of performance management strategies to meet individual development and training needs e.g. coaching, mentoring, on-the-job training and training courses
* Support line managers to support staff who are not meeting targets with appropriate improvement strategies or work through unsatisfactory performance processes
* Conduct support staff performance assessments and reviews

Training and Development

* Management of the training and development budget
* Update and maintain the SIMS database for all staff training & development needs and completed training courses/events.
* Perform an audit of skills and identify gaps and alert relevant line managers.
* Monitoring, evaluation and reporting of the efficacy and impact of training and development activities at business and individual level
* Support the HR Assistant to investigate, develop or source alternative methods of training/development delivery (digital, multimedia, web based)
* Support the HR Assistant to identify and set up partnerships with appropriate learning/training providers with appropriate service level agreements

Staff Retention

* Develop and lead the staff wellbeing policy and practices
* Develop the policy for retention and rewards
* Champion the best physical environment across all sites so employees are delighted and proud of the environment they work in

Contracts of Employment

The HR Manager is responsible for maintaining comprehensive/current contracts of employment that specify staff duties, responsibilities and pay scales; and for the provision of expert advice on employee relations including policies relating to maternity/paternity, sickness, back to work & occupational health, absence, disciplinary, capability and grievance

Payroll

* To control the submission of instructions to payroll, ensuring the correct level of approval is obtained in advance of the submission

Measures and Performance

The HR Manager is responsible for developing and monitoring HR KPIs and conducting regular staff/customer satisfaction audits. Measures to include:

* Appropriate use of HR budget
* Performance Management Outcomes
* Staff vacancies/turnover
* Absence Levels
* Response times
* SLA targets
* Number of Grievances
* Payroll on time

**Safeguarding / other duties and responsibilities**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council.
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
* To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To comply with all the school’s codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety
* Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person.
* Ensure confidentiality at all times
* Contribute to the overall ethos, work and aims of Paddock School
* Attend training as directed and identified
* Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
* To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school’s equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR and Health and Safety.

**Key Measures**

* Management satisfaction
* Quality and timeliness of statistical reports
* Payroll on time
* Staff attendance and turnover

**Person Specification**

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|  | **Essential**  | **Desirable** |
| Qualifications | * CIPD qualification or relevant Degree (Level 5 or above)
* GCSE Maths and English Level C or above
 | * MCIPD
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| Experience | * Experience in HR leadership and organisational development
* HR management experience in a medium-sized organisation, including policy development and management or recruitment and selection
* Advising senior/middle managers on employment law issues – discipline, absence, capability and grievance
* Managing staff
* Management of personnel information systems ensuring complete, timely and accurate information is available at all times
* Translating law into best practice employment policy, procedure and advice
* Clear focus on strategic issues, with the ability to translate into appropriate action
* Staff performance monitoring and development
* Successful change management
* Budget management
 | * Experience of working in a special educational needs school
* Experience of working with volunteers
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| Knowledge and Skills | * Excellent understanding of developments in employment and law and employee relations, organisational planning and development
* Managing difficult situations and working with those involved to devise solutions
* Strong IT, data management and report-writing skills
* Ability to manage a number of on-going projects effectively and efficiently
* Excellent written and verbal communication skills
* Highly developed interpersonal skills
* Decisive and acts promptly under pressure
* Have experience of working in a flexible and positive manner, being adaptable to changing work patterns
* Ability to work alone, and be part of a team and be self-motivated
* Ability to manage a substantial workload and prioritise effectively
* Ability to maintain high level of confidentiality and security of information
* Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity
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