

Job Description:	Head of HR
Terms & Conditions:	This role is a permanent, full time role. Monday – Friday (08:30-16:30) Annual Leave Allowance: 25 days.
Salary:	£50-£60k (commensurate with experience)
Responsible to:	Director of Operations.

Scope of role

Working with the Director of Operations and Headmistress, the Head of HR will develop and implement a people strategy for the School, recognising the particular requirements of the teaching and support staff, and supporting the overall aims and ethos of the school.

The Head of HR will manage a team of two, to provide proactive support to line managers with their recruitment, employee relations, training and development needs.

During the first year of the role there will be a particular emphasis on the effective implementation of a HR and payroll database and some self-service HR administration for employees.

The post holder will be a HR generalist with some experience of supporting learning and development initiatives, and a strong track record in implementing system and process improvements in HR teams.

Main Responsibilities

Recruitment

- Oversee the HR Officer in the co-ordination of timely recruitment and selection, meeting all the safeguarding and data protection requirements of the school.
- Support the leadership team and senior managers with the development of role profiles and selection criteria where new roles or changes of role occur, and if appropriate, advise or support them with the selection process.
- Embed a commitment to diversity and inclusion into the School's recruitment processes, creating programmes and training for staff in line with the School's ethos.
- Ensure all recruitment is carried out in line with safer recruitment protocols and with the welfare and safeguarding of children and young people at the centre of all recruitment processes.
- Ensure the Single Central Register of appointment is accurately and meticulously managed in line with the requirements of safer recruitment and the Independent Schools Standards Regulations.

Employee Relations and HR Policy

- Provide Employee Relations support and guidance to the Headmistress, Director of Operations and other Senior Leaders, especially in decision making about significant changes or restructures, ensuring that best practice communication and consultation processes are in place.
- Oversee the HR Officer to ensure there is good support for managers in the administration of staff disciplinary, capability, grievance, redundancy and other HR case work.
- Ensure that the School is in line with employment legislation and updating policies and procedures in line with legislation, national agreements, external best practice and governors' decisions.

HR Administration

- Project manage the design and implementation of HR and payroll processes to integrate with the new HR and payroll system, anticipating the requirements of GDPR and recognising the particular safeguarding requirements of the school.
- Support and advise in the review and streamlining of HR administration processes, creating templates and automating processes where possible, and ensuring that managers and employees are trained and supported to use the self-service portal.
- Oversee the provision of timely and accurate correspondence regarding maternity, paternity, shared parental leave, jury service, family friendly and compassionate leave.
- Review absence reports and work with the HR Team to support line managers to proactively manage absence, taking appropriate action to avoid prolonged or unauthorised absence.

Induction, training and development and performance reviews

- Work with the Assistant Head (Teaching & Learning) to identify training and development priorities for school staff, and to embed this into the School's CPD cycle.
- Oversee the recording and reporting of training and other professional development for staff and liaise with external providers.
- With the Assistant Head (Teaching & Learning), support and advise line managers in having effective performance management conversations and carrying out performance and appraisal reviews. Oversee the timely completion of the annual performance review process for all staff.

Team management

- Provide support and guidance to the HR and Payroll team, ensuring that they provide a proactive, integrated HR service to the school, meet high professional standards and have opportunities to develop their skills and professional effectiveness.

PERSON SPECIFICATION

Essential Skills & Personal Qualities

- Have excellent interpersonal and communication skills
- Have an excellent command of written and oral communication tools
- Work with absolute professionalism at all times
- Be diplomatic and discreet, understanding the complexity and confidentiality required when handling intricate or sensitive issues
- Ability to deal with difficult situations without becoming emotionally involved
- Ability to work under pressure on their own initiative
- Have outstanding organisation skills and the ability to prioritise and delegate work effectively
- Have very strong IT and process management skills, with experience of working with HR systems and databases
- Strong knowledge of current UK employment legislation and implications for employee relations
- Committed to operating as part of the School community
- Committed to diversity, inclusion and anti-racism in the School community
- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

FEATURE	ESSENTIAL/ DESIRABLE
<u>QUALIFICATIONS</u>	
• Educated to a degree level or equivalent	Desirable
• CIPD qualification, complete or in progress, or equivalent experience	Essential
<u>EXPERIENCE</u>	
• Experience of managing a HR team, and overseeing payroll	Essential
• Experience of implementing HR projects in an organisation of similar complexity and size	Essential
• Experience of supporting and challenging senior leaders and other senior stakeholders	Essential
• Knowledge of performance management and staff appraisal procedures	Essential
• Evidence of supporting senior leaders on HR related procedures and policies.	Essential
• Experience of working in an organisation with Investors in People Accreditation or a strong learning and development culture.	Essential
• Experience of working in an educational setting	Desirable
• Experience of working with a Single Central Register and the requirements of safer recruitment within an educational setting	Desirable

- Understanding of Professional Development/Performance Management issues Essential
- A commitment to developing professional skills of oneself and others Essential

LEADERSHIP & MANAGEMENT

- Ability to set high standards for the team and manage them to deliver, providing encouragement and development as required Essential
- Ability to work under pressure and to meet deadlines Essential
- Ability to communicate and negotiate with others in a positive way Essential
- Demonstrable experience advising senior leaders on all aspects of people management and development Essential

RELATIONSHIPS

- Excellent interpersonal skills with the ability to build strong relationships with colleagues and the wider school community, gaining the confidence and respect of peers Essential
- A positive outlook with an enduring sense of humour
- Ability to support and challenge decision making with professional integrity Essential