

HAYDON SCHOOL
JOB DESCRIPTION – HR MANAGER

Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title	HR Manager
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	Director of Finance and Operations
Responsible for:	<p>Oversight and management of employment matters Handling contractual matters, recruitment processes, disciplinary and grievance issues, investigations, restructuring, competency, health and sickness, skills and training needs analysis and all other personnel matters Keep abreast of developments in employment law and to update and advise senior staff on such issues Play a major role in the employment and retention of a high quality workforce Work in close co-operation with the Senior Leadership Team All aspects of processing payroll and pensions and resolving all enquiries Keeping SIMS up to date with all personnel records All aspects of EPM Portal and information within it All aspects of safer recruitment; DBS, Single Central Record, etc Updating all personnel related data on all databases including Budget Forecasting Software Production and submission of Staff Census Production and submission of any data required by internal and external stakeholders Arranging and delivering staff training as needed and maintaining all training records Provide reports and analysis as needed Line management of Senior HR Officer Any other tasks relevant to the role</p>
Liaising with:	Internal and External Stakeholders
Working time:	37 hours – Full Time
Salary/Grade:	SO2 P26 to P28
Disclosure level:	Enhanced
MAIN (CORE) DUTIES:	<ul style="list-style-type: none"> • Supporting the aims and objectives of the School • Working with the Senior Leadership Team to develop a vision and strategy for HR in the School • The regular review, updating, creation and management of all employment policies in the light of approved HR strategy, new legislation and changes in School policies • Staying up-to-date with changes in HR legislation, guidance and good practice and advising the School accordingly • Ensuring compliance with HR legislation, guidance and good practice and the School's HR policies • Providing advice to the Senior Leadership Team on HR and

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	<p>related issues</p> <ul style="list-style-type: none">• Ensuring that Senior Leadership Team are kept updated on safeguarding matters including delivery of the Disclosure and Barring Scheme, safer recruitment practice and familiarity with School policies and practices• Taking responsibility for the design, monitoring and evaluation of efficient and effective recruitment and selection processes, taking into account current legislation, policies and procedures, including arrangements for temporary staff, agency staff and volunteers• Ensuring that the recruitment procedures and records are effective and, in particular, that they meet safer recruitment, statutory and regulatory requirements• Working with the Senior Leadership Team to ensure that induction processes for new staff are in place• Developing effective training and appraisal processes for Teaching and Support staff, and overseeing the effective conduct of appraisals and follow-up actions• Developing and managing HR processes, HR information systems and staff record systems, ensuring accurate and timely statutory returns, and advising managers on trends identified by the information• Maintaining all personnel files• Ensuring the effective monitoring of staff attendance for all staff and ensuring that associated management information is available. Liaising with relevant Managers in the monitoring of sickness trends• Chair and attend meetings as appropriate and as required• Promote a School wide understanding of HR policies and practices through delivering talks, briefings and responding to queries• To be responsible for the management of quality assurance and value for money within the area designated by the role• To appraise the staff line managed by the post holder as appropriate, and contribute to the appraisal of others• To carry out the above duties and responsibilities and additional duties and responsibilities as directed• Maintain personnel data on Budget Forecasting Software• Carry out all aspects of payroll, including processing the monthly payroll, and pensions and resolve all enquiries• Carry out all necessary inputs, processes and updates on EPM Portal• Produce and submit Staff Census• Produce staff photo booklet and organise staff IDs and lanyards• Inform relevant departments of staff arrival and departure and make sure all accesses and equipment are in place on arrival and taken away on departure• Plan and implement staff conferences• Attend meetings and take minutes as needed• Always maintain confidentiality
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	<ul style="list-style-type: none"> Administration of all aspects of HR role and any other tasks relevant to the role
Recruitment / Deployment of staff Staff Development	<ul style="list-style-type: none"> Organise and oversee effective and efficient HR services Ensure self-development and development of all team members Organise training as appropriate
Quality Assurance:	<ul style="list-style-type: none"> To ensure that this maintained at all times
Management Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information
Communications:	<ul style="list-style-type: none"> To communicate with both internal and external stakeholders to perform the role as defined
Additional Duties:	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>First Aider and Fire Warden</p>
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> To promote actively the school's corporate policies To continue personal development as agreed To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>	

DATE: NOVEMBER 2020