



Langley
SCHOOL



HR Manager

Langley Senior School

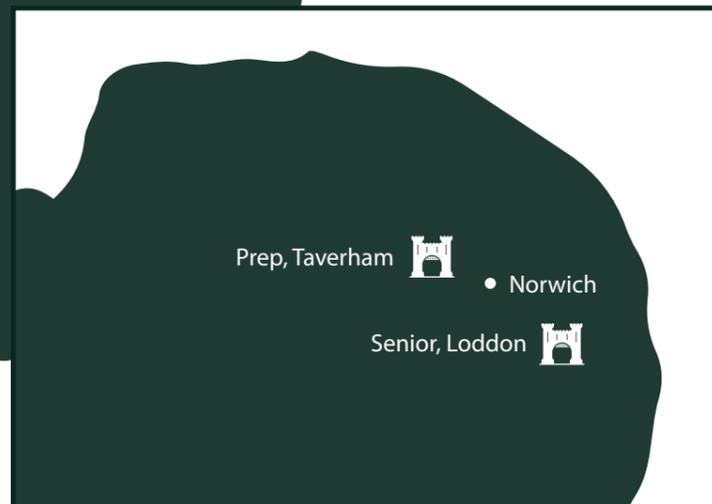
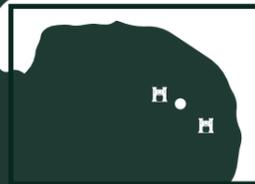


About us

Offering a complete through school journey, Langley is made up of five strands: Nursery, Pre-Prep, Prep, Senior, and Sixth Form. The journey begins in Taverham Park, where we have Bluebell Nursery, which launched a brand new baby room for ages 6 months+ in January 2022. The site is also home to our Pre-Prep and Prep School, where pupils adore the Outdoor Learning Centre, ancient woodland and extensive parkland.

At Langley Park in Loddon, among 100+ acres of green open space, woodland and fantastic facilities, you will find our Senior School and Sixth Form. The campus is where the highly-acclaimed Langley Football Academy is run by ex-professional Grant Holt.

We are proudly non-selective and we celebrate four values of academic curiosity, confidence, kindness and integrity. The 'Langley Green' is visible in our School uniform, our parkland sites, and is also representative of our commitment to the environment and those around us. The Langley learning environment allows every individual to flourish and, importantly, become ready for the world with the intention of making it a better place.





The role

This role is to provide professional expertise to oversee all aspects of Human Resources (HR) practices and processes across our School. The role includes design and implementation of HR practices to support business needs and to support the delivery of the schools' strategic aims.

The successful candidate will be expected to act as an ambassador for the school and integrate our values of kindness, curiosity, integrity and confidence across all HR initiatives.

Key components of the role include embedding our values and support future department success through job design, recruitment, performance management, learning and development, and ensuring that all policies and procedures are effective, compliant with current legislation and easily accessible.

Additional duties

- To provide a professional HR service to the School, identifying HR priorities and recommending appropriate people management solutions to support the schools strategic aims.
- Translating the HR Strategy into day-to-day practicalities by designing, managing, and monitoring operational HR systems and processes to maximise efficiency.
- Co-ordinating the day-to-day work of the HR team ensuring that a high quality and responsive service is consistently provided.
- To continually improve the HR function and drive efficient and effective working practices.
- Undertake and conduct grievance / disciplinary investigations, where necessary, and act as co-chair and/or advisor at hearings.
- Providing HR advice to the Senior Management Team.
- Act as a role model, coach, and mentor, inspiring with energy and enthusiasm.
- Design and deliver HR based training.
- Ensure compliance with employment legislation, ISSRs Part 4, KCSiE guidance and best practice in addition to the school's operational policies.
- Participate in, and lead when required, on any organisational structure reviews.
- Management of the payroll process ensuring a smooth and efficient payroll service is provided in conjunction with the Director of Finance.
- Development and implementation of HR policies in all areas including casework, employee relations, pay, grading and reward, equality and diversity, performance management, training and development, recruitment and retention, and workforce planning.
- Providing support, advice, and guidance to other areas of the HR team.
- Researching new topics and legislation and advising implications for the School.
- Assisting in managing the work of the HR staff, ensuring that all members work together effectively and efficiently.
- Producing HR analytics and metrics for senior staff.



Essential Criteria

Qualifications and Experience

- Previous experience of working as an HR manager or HR Business Partner
- Experience/understanding of payroll systems/procedures and calculations
- CIPD qualification (minimum level 5)
- Up to date employment law knowledge and keen interest to maintain awareness.
- Ability to implement an HR strategy
- Demonstrable experience with HR metrics
- Strong HR generalist

Personal Qualities

- Strong attention to detail
- People orientated and results driven
- Excellent active listening, negotiation and presentation skills
- Excellent communication skills both verbal and written
- Credible gravitas to effectively build relationships at all levels in the school
- Excellent leadership skills with the ability to motivate others



Contact us

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