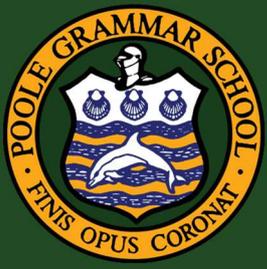


# POOLE GRAMMAR SCHOOL



**HR MANAGER**

**INFORMATION PACK**



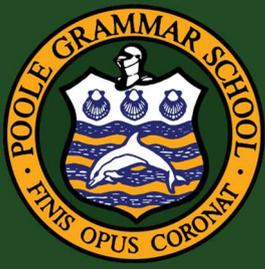
# POOLE GRAMMAR SCHOOL

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## Job Description

### HR Manager

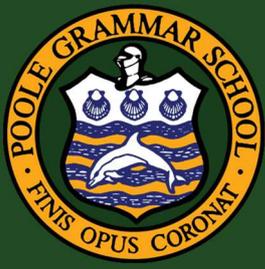
Start date:	1 September 2023 (or earlier if possible to enable some handover time)
Salary grade/range:	Pay dependent on experience and qualifications Grade G or H, Points 28-32 or 33- 37 (£34,723 - £38,296 or £39,493 to £43,516 full-time equivalent)
Actual Salary	Grade G or H, Points 28-32 or 33- 37 (£31,886 - £35,167 or £36,266 - £39,893 actual annual salary)
Hours of work	37 hours per week (Monday-Thursday 7:30am-3:30pm; 7.30am-3:00pm Friday). Alternative times by negotiation. Term-time plus 3 weeks (42 working weeks; 47.88 paid weeks)
Responsible to:	Headteacher
Responsible for:	HR Staff

Poole Grammar School is a vibrant and forward-thinking school and is seeking to employ a dynamic, well qualified and experienced HR Manager. Applications are welcomed from candidates with experience in any sector, but an understanding of the unique characteristics of a school environment would be an advantage.

The postholder will work closely with the Headteacher and Senior Leadership Team to provide high quality HR advice and support for over 100 employees. We are a committed and caring employer who looks after and values its people. This post will immerse the successful candidate into the day to day life of a busy school at a time when we are emerging from the impacts of COVID with great optimism. The post is particularly suited to candidates who have a creative and adaptable approach to problem solving, someone with empathy and compassion central to their approach to managing people. This is a critical role in school and so a commitment to maintaining professional knowledge in matters relating to employment law and HR issues is vital for the successful candidate.

#### **Main job purpose**

- 1) Responsible to the Headteacher for the HR development and management of the school, including staff welfare.
- 2) Give strategic vision and leadership to the HR function to meet the school's future aspirations with its academy status, systems changes and improvements.
- 3) Provide comprehensive HR support and guidance to all line managers and their staff.
- 4) Keep up-to-date with developments in employment law and other relevant areas of statutory compliance and advise the Headteacher accordingly.
- 5) Manage and administer the school's cover requirements (arranging cover for long and short-term teaching staff absence).



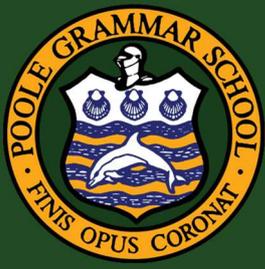
## Main responsibilities and duties

- 1) Responsible for the day-to-day HR management of the school.
- 2) Responsible for ensuring the school is up-to-date with and adheres to HR legislation.
- 3) Support and develop the school HR strategy.
- 4) Responsible for the development and maintenance of HR related school policies, ensuring that they are compliant with current legislation and that trade union representatives are consulted, as appropriate.
- 5) Responsible for all recruitment actions, including adverts and job descriptions, reference checking, DBS, medical clearances, interview scheduling and taking the lead on interview days.
- 6) Ensure all HR administration is completed accurately and in a timely manner including appointment letters, contracts of employment etc.
- 7) Provide details of all new starters, leavers and changes to payroll to the Finance Department.
- 8) Advise the school on HR matters such as disciplinary and grievance procedures, as well as pay and conditions, seeking advice from external HR advisors, where appropriate.
- 9) Be the HR point of contact for the school and advise, where appropriate, internal and external stakeholders; seeking advice from external HR advisors where necessary.
- 10) Ensure all HR processes are followed correctly, such as probation, appraisal, grievance, disciplinary processes, in line with the school policies.
- 11) To act at the point of liaison with the school's HR advice service to support the Headteacher on HR issues.
- 12) Take the lead with the workforce census return and ensure its timely submission.
- 13) Maintain accurate records on the schools HR systems (*SIMS, Every*) and ensure all starters, leavers, contract change information is updated.
- 14) Maintain and keep updated HR files/electronic records of all school employees – subject to regular audit.
- 15) Maintenance and security of the single central record – subject to regular audit.
- 16) Liaise with the school's CPD lead to ensure all new staff starters get their staff induction information and that appropriate training and development is available for all staff.
- 17) In conjunction with the School Business Manager, review the support staff appraisal system and update as necessary on yearly basis and to ensure all support staff complete this process.
- 18) Continue with the embedding of the new HR system, *Every*.



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- 19) Comply with all decisions, policies and standing orders of the school and ESFA; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act, GDPR, Data Protection Act.
- 20) Have a commitment to Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.
- 21) Line management of the cover supervisors including conducting performance management and arranging training as necessary.
- 22) To be responsible for arranging long and short notice cover for classes, in the absence of teaching staff.
- 23) Keep accurate records of all staff absence and provide regular reports to the Headteacher.
- 24) To be the main point of contact with supply staff agencies and to arrange cover for staff when necessary, with the Headteacher's authorisation.
- 25) To feedback on any issues to class teachers.
- 26) Use ICT systems and programmes, in particular SIMS and the schools HR system, to record absence and arrange cover with available staff in liaison with appropriate staff.
- 27) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 28) Prepare papers for governors on staffing matters
- 29) To support the school Mental Health Lead to implement strategies to support staff with their mental wellbeing.



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## Supervision and management of people

- 1) Responsibility for training staff on the school's HR system, *Every*.
- 2) Responsible for advising staff involved in recruitment on Safer Recruitment matters.
- 3) Responsibility for ensuring non-teaching staff are included in appraisal and training matters
- 4) Work with the School Business Manager to ensure appropriate training and development is available for non-teaching staff, including involvement in the appraisal process.
- 5) Responsible for the school's team of cover supervisors and their day to day management.

## Knowledge and skills

- 1) Excellent leadership to promote continuous improvement across the HR function and strategic vision to meet the future needs of the school.
- 2) Excellent knowledge of HR legislation, HR systems, etc.
- 3) Excellent knowledge of computer applications including Word, Excel, PowerPoint and Outlook.
- 4) Excellent organisational, communication and interpersonal skills.
- 5) Excellent numeracy, literacy and analytical skills.

## Creativity and innovation

- 1) Ability to assess the scope for improvement in the school's systems and plan, implement and deliver effective change.
- 2) Ability to prepare presentations and report to a range of audiences.

## Contacts and relationships

- 1) Likely to include students, staff, governors, parents and external agencies including suppliers and contractors. Provision of readily available information, assistance, or advice; the post holder will often need to deal with issues where the outcome may not be straightforward.

## Decisions

- 1) Ability to prioritise and effectively manage and support the typical workload of the school's HR functions.
- 2) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.



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## Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.

## Work environment

- 1) Work is subject to changing deadlines, problems and circumstances.
- 2) Work will involve some contact with students, parents/carers and visitors.
- 3) A 37-hour working week, with core hours (including a 30-minute lunch-break) to cover the period Monday to Thursday 7:30 am to 3:30 pm, Fridays 7:30 am to 3:00 pm. Some work, such as meetings, may occur outside of these times. Flexibility possible.

**Prepared by: AJS**

**Date: May 2023**



## Person specification: HR Manager

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT	Desirable/ Essential
<b>Experience – HR</b>	<ul style="list-style-type: none"> <li>a. Use of HR systems (Every and SIMS would be ideal)</li> <li>b. Experience of working within HR</li> <li>c. Experience of working within HR in a school setting</li> </ul>	Application form Interview process References	<ul style="list-style-type: none"> <li>a. Desirable</li> <li>b. Essential</li> <li>c. Desirable</li> </ul>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>a. 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>b. Evidence of continued professional development</li> <li>c. HR-related qualification CIPD level 5 (or working towards this)</li> </ul>	Application form Certificates Interview process	<ul style="list-style-type: none"> <li>a. Essential</li> <li>b. Desirable</li> <li>c. Essential</li> </ul>
<b>Aptitudes &amp; abilities</b>	<ul style="list-style-type: none"> <li>a. Computer and systems literate</li> <li>b. High level of accuracy and attention to detail</li> <li>c. Ability to assimilate information</li> <li>d. Excellent organisational and communication skills</li> <li>e. Ability to work under own initiative</li> <li>f. Good numeracy and analytical skills</li> <li>g. Ability to handle confidential information with discretion</li> <li>h. Excellent team and people skills</li> <li>i. Empathy skills to work effectively in a busy secondary school environment that is a front line service</li> </ul>	Application form Interview process References	All essential
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>a. Knowledgeable use of Microsoft Office suite</li> <li>b. Competent in data entry/analysis and reporting requirements</li> <li>c. HR legislation knowledge</li> <li>d. Willingness to undertake and maintain Safer Recruitment Training as part of wider safeguarding responsibilities</li> </ul>	Application form Interview process References	All Essential
<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>a. Self-motivated</li> <li>b. Team player</li> <li>c. Good analytical and interpersonal skills</li> <li>d. Sense of humour and can-do attitude</li> </ul>	Application form Interview process References	All essential
<b>Other factors</b>	<ul style="list-style-type: none"> <li>a. Ability to manage and prioritise a busy workload</li> <li>b. Willingness to undertake a variety of administrative tasks with accuracy</li> <li>c. Commitment to Equal Opportunities</li> <li>d. Enhanced DBS check</li> </ul>	Application form Interview process References DBS process	<ul style="list-style-type: none"> <li>a. Essential</li> <li>b. Essential</li> <li>c. Essential</li> <li>d. Essential</li> </ul>



# POOLE GRAMMAR SCHOOL

## Application procedure

All applicants are asked to submit an online application form via the Poole Grammar School website. Please visit [www.poolegrammar.com/work-with-us](http://www.poolegrammar.com/work-with-us). Once submitted, you will receive an acknowledgement email.

If you experience any issues with the online application form please contact [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com) in the first instance. You will be permitted to complete the word version of the application form.

Candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post. Two forms of original identification are required such as a passport, current photo driving licence, full birth certificate. A proof of address document such as utility bill or financial statement issued within 3 months showing current name and address will also be necessary. Where a candidate is not a citizen of the country, proof of entitlement to work or reside in the UK will be required.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

**CVs will be accepted in addition to the above but will not be accepted on their own.**

**Closing date for applications: Tuesday 23 May 2023, 9am**

**Interviews: On or before 26 May 2023**

Informal discussions are encouraged. Please contact the HR department at [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com) for more information.

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*