



PARK VIEW
Thrive

Recruitment pack: HR Manager

(Outer London Pay – PO2)

52 Weeks



#CareerswithaView

For more information on careers at Park View contact:
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We know that a school is only as good as its team. Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire - supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture - provide the opportunity to plan a successful career path.
- Develop - We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Lucie Hiron, English Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free Fitness Suite for all staff.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

“The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching.” Alen Duvarciyan, Assistant Headteacher

Park View job description



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HR Manager

We are looking to appoint an enthusiastic and talented individual to take on this important role.

Main duties and responsibilities

- To provide HR and Administrative support and guidance to all staff as required.
- To produce confidential correspondence and reports as required.
- To manage, perform and maintain all filing and accurate record keeping, in both electronic and/or paper-based forms under the direction of the senior team.
- Manage the entire administration team and all reception staff (including organising cover as required).
- In conjunction with the recruitment manager, lead the whole-school staff recruitment processes and progress them through to Induction as directed by the School Business Manager, supported closely by the marketing team, senior leaders, and Heads of Departments.
- To manage colleagues in the admin team in providing a comprehensive range of high-quality services and supporting the efficient delivery of whole school priorities. To provide a proactive, practical and flexible whole school administrative support service to all staff and students at Park View under the direct management of the Headteacher.
- Manage the Group Call system and promote its use to all support personnel. Training staff as required for the effective use of the system within the admin personnel of the school.

Office Management

- To lead the Park View administration support, including careful management of students' and staff files, both in hard copy and on the school's MIS, in line with all GDPR legislation.
- Organise general administration and secretarial support for staff as required, i.e. minute taking, record keeping, etc.
- Manage and monitor the delivery of an efficient and effective day-to-day administration service, including but not limited to the areas of free school meals uptake, DBS checks, Parent Pay, HR recruitment, payroll changes, personnel support, sickness and absence management, if required.
- Deliver whole school communications in line with school requirements as directed, including but not limited to bulletins, emails, letters, Group Call services and text messages to any stakeholders.

- To be responsible for the student services desk to support our young people, ensuring minimal lesson interruption and resolving issues proactively and creatively.
- Manage and further develop working practices within the Admin team to enhance the existing process maps. Build and maintain a strong bank of process maps.
- Any other appropriate roles commensurate with the scale and responsibility level

Manage Group Call/Events

- Manage the Group Call system and promote its use with all support personnel.
- Train staff as needed for the effective use of the system and the administrative functions of the school.
- Liaise with the Data Manager to establish an up-to-date data transfer to the system, ensuring the group call system is current with the school's MIS data.
- Maintain high levels of record keeping in all aspects using the School's Management Information System to access and input data and generate reports.
- Coordinate and draft the School Calendar and parent evening staff rotas to accommodate the school's needs. Allocate and distribute the rota for support staff attending parents' evening during the Curriculum year.
- Managing Refreshments for school, external meetings and events, and staffroom refreshments by directing the staff within your team.
- Manage HR process support, including DBS management and supporting the organisation of staff personnel files and HR requests.
- Liaise with the SLT link regarding careers and Work Experience administration and arrange support as required.
- Be responsible for Trip Management in Evolve (as EVC), providing administration and support when required.
- To undertake any other reasonable duties which might, from time to time, be requested by the Headteacher or any other senior manager.

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HR Management

- Provide HR support to staff, acting as the primary point of contact for personal HR-related matters.
- Lead the management of staff personnel files, both in hard copy and on the management system, supported by the admin team.
- As required, manage and maintain the School's Single Central Record in accordance with national and Local Authority guidelines.
- When necessary, provide support with staff payroll processes and, as required, liaise with external HR consultants or Schools HR Services to ensure that all staff pay changes and pay starter forms regarding contracts of employment are accurately logged and actioned. Administer correspondence about changes to employee terms and conditions of employment.
- As required, process staff applications for work permits, proof-read them for accuracy, and advise as necessary to ensure they are completed correctly; manage the submission process to the Home Office. Arrange for fast-track national insurance numbers, ensuring compliance with the Department for Work & Pensions requirements.
- If required, support the Finance and Administration Manager on salary budgeting and producing Annual salary information for all staff after yearly pay reviews.
- As required, manage staff applications for role re-evaluation in liaison with the School's HR Services. Advise managers as appropriate.
- Be part of the GDPR data team to ensure that the School is compliant with Data Regulations.

Management of the Recruitment Manager and Related Processes

- Support SLT in coordinating the recruitment processes and priorities of departments.
- Manage deadlines with external advertisers to meet the school's recruitment requirements. Coordinate the dispatch of recruitment packs via website, post or email
- Work closely with the school's marketing team to create and post advertisements using all appropriate media channels (Social media, national press, etc.).
- Manage the distribution of completed application forms to relevant parties and answer any routine questions about job vacancies and application status

- Ensure reference requests are received, checked and logged, in line with safer recruitment practice and in advance of any formal appointment to post
- Coordinate interview day plans and other recruitment activities, including supervising and administering selection tests as required
- Liaise with the Cover Manager to put in place cover for staff involved in the Interview process, including having appropriate spaces booked for the interview
- Provide administrative support in the shortlisting of applicants, attend interviews and provide support in assessing candidates' suitability for the role, as requested
- When requested, action confirmation of employment offer or rejection with candidates, and plan for the payroll to be put in place
- Liaise with the Cover Manager in case of a vacancy not being filled to arrange long-term agency staff and monitor the agencies for compliance under the guidance of the School Business Manager
- Manage the probation process of support staff at all levels, including temporary and fixed-term appointments
- Support the induction of new staff members. Have a follow-up meeting with new staff members six weeks after their arrival, providing a questionnaire, consultation, and HR advice to improve the process as needed.
- Any other appropriate roles commensurate with the scale and responsibility level

Manage HR and Employee Relations

- In conjunction with the School's external HR provider, provide clear and accurate HR advice on School administration and HR policies to all staff on a range of employee relations issues, including sickness, discipline, capability, grievance, redundancy, and other relevant matters.
- Act as the primary point of contact with external solicitors, as directed by the Headteacher, produce legal bundles and ancillary information regarding employee relations cases.
- In conjunction with the School's HR provider, deliver effective management, consultation, and HR advice to staff in support of employee negotiations, in accordance with agreed-upon policies, procedures, and legal requirements.

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Manage HR and Employee Relations

- Under guidance from the School's external HR provider, recommend to managers any amendments to HR policies and procedures due to changes in legislation and Local Authority requirements.
- Provide HR advice and consultation regarding personnel queries from SLT, managers, and employees on issues including terms and conditions of employment and the application of relevant policies and procedures.

Learning and Development

- As required, support the coordination and administration of annual and mid-year performance management, as well as subsequent CPL analysis, working closely with relevant senior leaders.
- Support all learning and development activities across the School, including sourcing and selecting providers of external training and consultancy.
- Monitor, evaluate, and report on the effectiveness of external learning and development provision.
- Advise and support the SLT of the Investors in People process and any other relevant national frameworks.

HR and Health and Safety Meetings, Policies and Reporting

- Be the administrator of the weekly staff HR meetings; create the agenda, report to the Committee on agenda items, provide recommendations as necessary and implement any improvements. Produce the minutes.
- Manage staff sickness absence and special leave records, and maintain absence records. Advise managers appropriately, particularly regarding triggers, dealing with occupational health issues and producing monthly reports.
- Produce and monitor annual leave records for all staff members. Produce monthly reports, foresee, and advise managers of possible areas of concern.
- Prepare HR activity reports as requested for the SLT and Finance/Staffing/Resources (FSR) Committee.
- Generate staff data returns through the MIS. This may also involve collating, sorting, and recording data using spreadsheets and databases, as well as producing charts and graphs.
- Utilise the MIS reporting facility to produce regular standard reports and various ad hoc reports.

- Demonstrate a commitment to and ensure compliance with the Local Authority's Equal Opportunities Policy.

General Responsibilities Common to All Staff

- To cover the main reception and student services, as and when required.
- To carry out any duties as may be required from time to time, commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Safeguarding, Behaviour for Learning, Inclusion, and Health and Safety.
- Develop high-quality, functional relationships across the staff, with families, and external agencies.
- To promote positive student conduct. To confront harmful student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To maintain a professional appearance, establish a business-like environment and foster excellent relationships and a positive ethos when communicating with students, staff, parents, and external contacts.
- To undertake training and development relevant to the post.



HR Manager Park View Person Specification

Qualifications	
CIPD Level 5 qualification (or equivalent HR professional qualification).	Essential
Evidence of ongoing continuous professional development in HR.	Essential
CIPD Level 7 qualification (advanced HR qualification).	Desirable

Experience	
Significant experience in HR at a managerial or senior advisory level.	Essential
Experience managing HR processes across the full employee lifecycle (recruitment to exit).	Essential
Experience working in a school or similar public sector environment (or transferable expertise).	Essential
Experience handling disciplinary, grievance, absence, and performance issues in line with employment law.	Essential
Experience leading or supervising a team (e.g. administrative or support staff).	Desirable

Knowledge	
Strong knowledge of UK employment law and HR best practices.	Essential
Knowledge of safeguarding and safer recruitment practices in an educational setting.	Essential
Understanding of data protection laws (GDPR) in HR administration.	Essential
Familiarity with HR databases or school Management Information Systems (MIS).	Desirable

Skills/ Competencies	
Excellent communication and interpersonal skills, with the ability to advise and influence staff at all levels.	Essential
Strong organizational and time management skills, with the ability to prioritize workload effectively.	Essential
Leadership and team management skills to effectively lead an office/admin team.	Essential
Proficient in using HR software and MS Office (Word, Excel, etc.) for administration and record-keeping.	Essential
Ability to coach or train staff in HR procedures or the use of HR systems.	Essential
	Desirable



HR Manager Park View Person Specification

Personal Qualities

High level of professionalism and a positive, can-do attitude.	Essential
Approachable and supportive manner, with excellent people skills.	Essential
Flexible and adaptable to meet the changing needs of the school.	Essential
Integrity and discretion when handling confidential information.	Essential
Keen attention to detail and accuracy in all work.	Essential
Commitment to equal opportunities, inclusion, and safeguarding policies.	Essential