

## **Job Description**

### **HR Manager**

#### **Purpose**

To manage a Human Resources service for the London Academy of Excellence including the development of recruitment, performance appraisal. To support the Leadership Team in the management of employee relationships, policies and wellbeing; to provide a point of contact for HR queries and advice and guidance.

#### **HR Management and Administration**

- Management of the Single Central Record (SCR) ensuring the school is compliant with Ofsted and Department of Education requirements.
- Maintenance of staff records, ensuring all records, and processes are carried out in line with GDPR and other statutory and school guidelines.
- Supporting the Headteacher and Senior Leadership Team with all aspects of staff recruitment, including but not limited to: assisting with the drafting of job descriptions; placing advertisements; preparing information packs; responding to enquiries; organising interview schedules; ensuring the recruitment days run smoothly; preparing offer letters for candidates; carrying out reference requests, qualification checks and DBS checks on appointed candidates.  
Ensuring that all processes are carried out in line and compliant with the safer recruitment process.
- Provision of advice on staff matters around HR policy and process.
- Administer the support staff performance appraisal process making recommendations for improvement where necessary.
- Administer new starter processes including preparation of offer letters, contracts, induction packs, risk assessments and issuing medical questionnaires.
- Assist with ensuring probation and appraisal processes are undertaken.
- Undertake personnel administration including holiday and sickness absence management.
- Administer leaver processes.
- Absence Management including ensuring receipt and filing of absence requests, return to work and sick certification forms.
- Produce reports on absence and sickness records periodically
- Maintain the HR records on the MIS.
- Assist members of SLT with keeping policies and procedures up to date.
- To take notes during disciplinary/capability/grievance hearings and other HR meetings, and produce typewritten records.

- Support the Headteacher, Business Director and Assistant Head (Staff) with all aspects of staff recruitment as required.
- Lead on the completion of the Workforce Census yearly.
- Ensure that payroll is fully updated on all HR contract changes.

**The role has the following additional responsibilities, in common with all staff at LAE:**

- Ensuring that all students observe LAE policies relating to dress, behaviour and other matters and that they take proper care of LAE's environment and resources;
- Creating an effective rapport and a sound relationship with all LAE students, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- Contributing to the programme of extra-curricular activities ("ECAS"), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- Leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at LAE;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies;
- Attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Taking a share of the duties around student supervision;
- providing cover for absent colleagues, and participating in arrangements for students' supervision during public examinations;
- Participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- Maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- Fulfilling any other reasonable duties, as requested by the Headteacher or the Deputy Heads.

**General**



- Comply with and assist with the development of policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Person Specification including Knowledge, Experience and Training**

### **Essential Criteria**

- Education to A level or relevant HR experience.
- Excellent communication skills, verbal, email and report based.
- The ability to work under pressure without close supervision.
- Working in a confidential manner. Ability to evidence discretion, tact, sensitivity, and diplomacy.
- Organisation skills, maintenance of records and administrative tasks.

### **Preferred**

- Education to degree level or relevant management experience.
- HR qualification with experience.
- HR experience in an Academy setting.
- Experience in policy implementation,
- Supporting Leadership in carrying out HR practice.

### **Safeguarding Children**

- LAE is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in schools are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the pre-employment checking process.
- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.
- All employees will need to confirm their right to work in this country or seek sponsorship to work via the school, where appropriate.
- This is a 'job description' only and is not a comprehensive definition of the post. It will be subject to additional whole-school responsibility, after consultation with the Headteacher

*The role of HR Manager is subject to the utmost confidentiality and is a trusted position within the Academy. Any breach of confidentiality will be dealt with according to the Academy HR Policy.*