



ROLE TITLE

Job Title: HR Manager

School: The Totteridge Academy

Start Date: September 2025 or sooner
Term Time + 2 weeks

Reports to: Principal

PURPOSE OF ROLE

To deliver a high quality and efficient HR service and to ensure that day to day operational functions are effectively managed. To support the Academy in ensuring that the Single Central Record is compliant with Safeguarding and Ofsted regulations.

Key duties:

1. Manage the recruitment of teaching and support staff using United Learning processes, including identification of staffing needs; production and placement of advertisements; interview administration; pre-employment checks (including maintaining the Academy's Single Central Record); writing letters of appointment; issuing contracts of employment; and new starter induction.
2. Responsibility to support and advise the Principal and SLT on best practices and the risks associated with employment matters with the view to prevent costly litigation.
3. Responsibility for providing HR advice to The Academy and employees, escalating to the HR Business Partner for any complex or specialised advice.
4. Work alongside the United Learning HR team, the Principal and Senior Leadership Team to ensure compliance with HR policies and procedures (United Learning and TUPE) as well as statutory requirements.
5. Complete payroll paperwork in an accurate and timely manner; review and sign off payroll on a monthly basis.
6. Work with the Principal to ensure that the annual performance process is completed on schedule for all staff and reporting requirements are met.
7. Attend Pay Moderation meetings where appropriate, ensuring equity and oversight of the administration of the outcomes.
8. Maintain accurate records of staff attendance and monitor requests for holiday and other absence. Ensure that employees and line managers are familiar with absence procedures and requirements, including certification and return to work meetings.
9. Arrange and support return to work and absence review meetings with staff, as required.
10. Manage all aspects of Maternity, Paternity, Adoption and Parental leave and pay.

Any other duties required, commensurate with the responsibility and level of this post.





FLEXIBILITY

- The job description is not intended to be all-inclusive and we require the post-holder to be flexible and show initiative when appropriate.
- The post holder may be required to perform other related duties, within the pay grade, to meet the ongoing needs of the school.
- The post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

PERSON SPECIFICATION

- Professional Qualification in a relevant field. A member of CIPD, with evidence of Continued Professional Development or equivalent work experience.
- Experience working as a HR generalist including working with senior leaders and functional heads.
- Excellent IT skills, including good working knowledge of Microsoft Office and databases. Experience using HR databases to monitor, analyse and review key workforce data.
- Strong interpersonal skills both written and oral – excellent English (spelling, grammar and punctuation) with a sharp eye for detail and consistency.
- A high level of integrity with discretion to deal with sensitive and confidential information.
- An ability to use initiative, work independently and have excellent judgement.

