



Human Resources Manager

A Unique Opportunity for an Outstanding Candidate

Reporting to the Director of Finance and Operations, the Human Resources Manager will be responsible for:

- Setting the School's Human Resources strategy and acting as a strategic adviser to senior management
- Developing the School's Human Resources policies, systems and processes
- Managing recruitment, induction and probation
- Overseeing compliance with statutory, data and safeguarding regulations
- Ensuring the accurate and efficient running of the payroll.

As the School's HR Manager, you will take on a wide range of responsibilities, work within a supportive and friendly team, and play a key role in the implementation of the School's ambitious strategy.

About the King Alfred School

The King Alfred School (KAS) is a popular, co-educational independent school located in North London for children aged 4 to 18. Established in 1898 as a reaction to the rote learning of Victorian teaching, KAS provides a rounded education using proven teaching methods in an environment free from unnecessary pressures. KAS aims to give its pupils confidence, self-discipline and curiosity so that they leave school able to function well in society, with a wide range of knowledge and awareness of social issues.

With only 650 children, many of whom are children of Old Alfredians, and a village green setting next to Hampstead Heath, KAS has a community feeling. It is owned and run by the King Alfred School Society which also hosts conferences and carries out research, contributing to the latest educational thinking. It is governed by Council, a body of up to 21 people bringing specialist skills, energy and passion. Today, Council and the KAS leadership team have ambitious plans for both the School and the Society. The School employs 190 staff members, including both teaching and support staff.

Key Responsibilities of the Role

Set the School's HR strategy and act as a strategic advisor to senior management:

- Develop and implement an HR strategy, working closely with senior management
- Provide strategic advice to the Senior Leadership Team on significant HR issues
- Line manage the HR and Compliance Officer and the HR and Payroll Officer.

Develop, improve and implement HR policies, processes and procedures:

- Review and update HR policies and procedures to reflect best practices and the needs of the School including appraisals, staff contracts, and sickness absence management
- Upgrade the HR databases so as to maximise efficiency and effectiveness
- Provide confidential and accurate advice to staff on operational HR issues such as grievance and disciplinary procedures, maternity leave, paternity leave and flexible working arrangements.

Manage recruitment, induction and probation procedures:

- Support end to end recruitment and manage applicant database in line with GDPR requirements
- Keep up to date with best practice recruitment procedures and platforms in order to continuously improve the school's practices
- Support new joiner onboarding Develop and implement effective probation processes across the school.



Ensure compliance with statutory employment and safeguarding regulations:

- Take overall responsibility for the Single Central Register (SCR)
- Work alongside the schools Designated Safeguarding Lead (DSL) to ensure recruitment and staffing procedures are in line with safeguarding and compliance requirements
- Ensure compliance with GDPR, particularly in the area of payroll and employment.

Responsible for the accurate and efficient running of the payroll:

- Line manage the HR and Payroll Officer to run payroll and to administer pensions
- Keep up-to-date with developments in payroll and pension legislation, working closely with the Payroll Officer and Finance Manager, to ensure compliance and best practice
- Ensure that all staff have up-to-date contracts and that changes in remuneration are documented and fed into payroll.

Skills and Experience

We are looking for an outstanding and motivated candidate with a strong track record who has:

- At least 5 years relevant experience
- Excellent communication skills and a proven ability to develop relationships with stakeholders at all levels
- A demonstrated ability to successfully introduce new HR policies and practices across an organisation
- Experience of successfully implementing and using HR databases and systems to promote efficiency and effectiveness
- Proactive, willing to take initiative and with a “can do” attitude.
- An ability to understand complex regulatory requirements

Further Details

This is an exciting role that the right candidate will be able to build and make their own. You will work alongside external employment relations experts and in a supportive and friendly team.

The position is part-time and term-time plus two weeks.

Salary: £42,000 to £46,000 per annum (pro rata) depending on experience.

Holidays: You will be entitled to paid holidays during normal school holiday and half term breaks.

Other benefits: 10% employer contribution (5% employee) to a defined benefit pension and free lunches.

How to Apply

If you are interested in this exciting position, you should send a CV and covering letter to Julie Saunders at recruitment@kingalfred.org.uk. If you wish to find out more about the position or have an informal chat, please contact Julie on julies@kingalfred.org.uk

Deadline for Application: 9am Monday 25 February, 2019

First Round Interviews: week beginning Monday 11 March 2019

Second Round Interviews: week commencing Monday 18 March, 2019

The King Alfred School is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.