



Job Description **Head of HR**

Reports to: Head of Finance

Location: West Heath School – Sevenoaks

Hours: 9am-5pm (37.5 hours per week) Monday-Friday-52 weeks

Main Purpose of the role:

The key purpose of this role is to provide the School with an effective operational and strategic human resources service. To manage the HR team and run the day to day HR operations. The Head of HR will work strategically as part of the executive team, to lead, develop and run HR strategies, policies and procedures in line with the organisation and responding to current employment law legislation.

Main Duties and Responsibilities

Lead the HR Team to provide a high quality and efficient Human Resources service covering the full range of HR disciplines

To manage the HR team members, providing leadership and coaching as and when required

Represent the HR department consistently and with professionalism

Provide company-wide information by interpreting people data and analysing figures on staff turnover, cost per hire etc

Give advice, support and oversee complex employee relations issues such as grievance and disciplinary cases and manage difficult cases with professionalism

Translate key data into an effective and focused HR and people strategy, working with senior management and influencing them on the best course of action

Update and review HR policies, procedures and guidelines and enforce organisation values, ensure policies and procedures are effective at all times

Be the key contact for senior stake holders

Manage employee relations such as absence, maternity and respond to any relevant employment law legislation to ensure practice is current and compliant at all times

Oversee recruitment and selection with the HR team, ensuring robust recruitment and selection processes are being adhered to. Lead the team with recruitment processes-ensuring the recruitment processes work well and efficiently, which will include being involved in senior and academic interviews and safer recruitment interviewing

Work collaboratively with the School's Senior Management Team to oversee and progress all staff development collaboratively to ensure staff are receiving the appropriate training for their roles

Manage any restructure, organisational designs and redundancy processes

Provide support, training and guidance to line managers and staff on all HR matters including managing and advising on complex ER cases (including running workshops and 1:1 advice)

Ensure that the school, in its practices, complies with all current employment legislation

Ensure the HR Department is working to Ofsted regulations and that the HR Team understand their roles within this area

To monitor staff attendance, in line with the school's policies and procedures, including conducting absence management meetings and advising line managers in absence procedures and Occupational Health referral when necessary

Ensure that good HR records, electronic and manual, are maintained and processed in accordance with relevant data protection legislation

Issue letters of appointment, contracts of employment and provide any associated documentation during the employment lifecycle of a member of staff

Manage the probationary review and appraisal process ensuring review meetings are held and recorded

Develop and maintain strong working knowledge of the Safer Recruitment requirements and be able to implement these so that the school is compliant at all times

Ensure that the Single Central Register (SCR) is up to date and inspection ready at all times
Ensure that correct action is taken and records maintained in the processing of Disclosures through the Disclosure and Barring Service, along with all other checks required to be recorded on the SCR

Manage any visa/DBS issues for staff, both new and current, to ensure legal compliance at all times

Gather and accurately set out information on upcoming changes to the workforce to allow annual salary budgets to be calculated by Finance and assist in the production of forecasts

Manage the HR budget and report on current and future staffing costs and initiatives

Together with the Trustees/Principal and Head of Finance, carry out rolling reviews of pay structures to result in pay structures that are simplified and standardised, as far as possible, and accurately recorded on the HR system

Lead on payroll and pensions to ensure that Payroll has all the information it needs to be able to pay staff correctly and administer the pension schemes appropriately

Lead on all grievance, disciplinaries and investigations with the relevant staff

Lead on special projects and communicate and direct on strategy and implementation
Challenge the Board where appropriate and suggest alternative paths

To maintain a high standard of probity in professional, personal and financial matters, maintaining good relations with colleagues and external partners

Undertake CPD as necessary to ensure current HR practice is maintained

Work flexibly and efficiently to maintain the highest professional standards

Continuously review the responsibilities of the HR department and make bold decisions when necessary

Ensure there is a regular review of the organisation and job descriptions

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the department, executive team, board of trustees and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Qualifications and experience required for this role:

See - Person Specification



PERSON SPECIFICATION: Head of HR

| Requirement | Essential | Desirable | Testing Method |
|-------------------------|--|--|--|
| 1. Qualifications | CIPD qualified | | Certificate |
| 2. Experience | HR Manager experience Evidence of having a passion for working with people and working beyond the confines of the job description | Managerial qualification such as ILM Level 3,5,7 | Certificate |
| 3. Knowledge and skills | Strong HR knowledge in all aspects of employment relation and legislation A skilled manager and leader Skilled in dealing with difficult conversations Experience of line management Proven organisation skills and ability to prioritise Thrives on constant change. | | Experience and performance to date Line manager statement References |
| 4. Competence | People focused Creativity Change agent and activist Leadership capability Business ethics | | Line manager statement Experience and performance to date |
| 5. Personal Qualities | Ability to multi task Strong sense of ethics Determined Focused Resilient Ability to motivate others | | Experience and performance to date Line manager statement |
| 6. Other | Full Driving Licence | | Document verification |

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.