

POST TITLE

HR Manager

RESPONSIBLE TO

Director of Finance and Operations

RESPONSIBLE FOR

HR Coordinators

HR Compliance Officer

Payroll Officer

LEH
LADY ELEANOR HOLLES

MAIN PURPOSE OF JOB

The HR Manager is responsible for leading, developing and managing the School's HR function to ensure that the School meets all its regulatory, legislative and statutory requirements. The HR Manager will ensure that the HR and Payroll functions fully support the aims and objectives of the School, are customer focussed and provide a high quality service to Managers and staff.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).





LEH
LADY ELEANOR HOLLES



Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

HR ADVICE AND SUPPORT

- Manage the full range of HR activities, operational and administrative, providing oversight and supervision to ensure a high level of service and consistency throughout the school.
- Provide the Senior Management Team (SMT) and Governors with expert HR advice and guidance in line with current and emerging legislation with regard to people management and relevant organisational issues.
- Advise and assist the Head Mistress and SMT in the management and implementation of organisational change initiatives as required.
- Monitor and review current HR policies and develop new policies as required to continue to ensure that the School meets its legal obligations and responsibilities as an employer.
- Ensure that key people management and organisational issues are raised with the Director of Finance and Operations /Head Mistress/Head of Junior School in a timely manner.
- Advise on the development, implementation and review of remuneration, compensation and benefits strategies and policies to ensure that the School can recruit and retain a high performing workforce.
- Work closely with the Compliance Officer to ensure that relevant compliance requirements are met.

RECRUITMENT AND SELECTION

- Ensure Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met.
- Check and ensure that the School's Single Central Register is maintained on a regular basis and is updated in line with ISI requirements.
- Lead, manage and be accountable for the efficient and safe recruitment of all staff, including agency staff, volunteers, contractors and Governors.
- Manage the output of the HR team in the recruitment process of staff, including drafting adverts, devising and updating job descriptions and person specifications, preparing terms and conditions of employment, and compliance requirements are met as required.
- Manage the output of the HR and Recruitment Administrator in the recruitment process for internal teaching roles, including preparing schedules for interview and follow up appointment letters.
- Ensure that all relevant compliance checks have been undertaken and the HR file is signed off before appointments are confirmed.
- Advise the Head Mistress of any DBS disclosures and undertake and maintain records of any pre-employment risk assessments.
- Act as panel member for selection interviews for non-teaching staff and advise managers on appropriate assessment processes.
- Assist the Head Mistress' PA with the recruitment of teaching staff as required.

HR SYSTEM

- Maintain and develop the School's HR system (Cezanne), acting as the database manager to ensure that the information held on the system is accurate and up to date.
- Develop the functionality of the HR system for HR and other users, including the effective implementation of the self-serve function, and other modules.
- Provide regular management reports and ad hoc reports as required, including the maintenance of establishment data for budgeting purposes.

EMPLOYEE RELATIONS

- Provide best practice advice to managers on all employment matters, and work with them to resolve employment relations issues in a timely and constructive manner.
- Manage the School's disciplinary, capability and grievance processes as required, to ensure that informal and formal processes are applied consistently and effectively.
- Attend all formal meetings in an advisory capacity.
- Act as secretary to the All Staff Committee (ASC).

PROFESSIONAL DEVELOPMENT

- Lead, develop and evaluate the induction process for all non-teaching staff and ensure that the staff induction process for all staff is completed and returned to HR.
- Manage the mandatory Safeguarding Training for all staff and ensure it is renewed at the appropriate 2 or 3 years intervals as per the requirements of the specific roles within the school.
- Oversee the staff appraisal process for non-teaching staff, ensuring that the process is completed in a timely manner and identify training needs, whether on an individual or departmental basis, and source suitable training and other development opportunities.
- Liaise as required with the Deputy Head with regard to INSET opportunities for teaching and non-teaching staff to ensure a consistent approach. Devise and deliver internal training programmes to support managers to lead, manage and develop their staff.
- Review Inset Training applications and manage the non-teaching staff training budget.
- Monitor the Apprenticeship Levy funds and ensure that they are utilised within the specified periods. Promote Apprenticeship Training to both teaching and non-teaching staff.
- Issue study support contracts on approval of qualification studies by the Head Mistress.
- Source and attend relevant HR training and industry events (ISBA Conference) in order to keep the HR Team abreast of legislative or industry changes and trends.
- To manage the school's Tier 2 sponsorship licence, renewal of and the annual allocation of undefined certificates of sponsorship (CoS) in the Skilled Worker category and the issue of CoS to overseas candidates. To support sponsored candidates in the successful obtaining of a visa and the reimbursement of all expenses in relation to their relocation, visa and health surcharge costs.

PAYROLL

- Liaise with the Payroll Officer and Finance Manager with regard to payroll issues and ensure that relevant changes to staff pay, and new starter information, are communicated from HR to the Payroll Officer in a timely manner.
- Act as back up for Payroll submission in the event that the Payroll Officer being unavailable.
- Advise the Payroll Officer on general queries with regard to overtime claims, additional payments and other pay queries.

MANAGEMENT

- Lead, develop and motivate the HR and Payroll staff to ensure that the school has an effective and high performing team with the right skills to deliver an effective service.
- Monitor HR admin and payroll workload to ensure that relevant deadlines are met and work priorities are identified and dealt with in a timely manner.
- Provide operational support as necessary to ensure that deadlines are met.

GENERAL

- Organise annual archiving of staff leavers, to include staff files from Head Mistress's office.
- To assist the Deputy Head with organising treatments for Staff Wellbeing Day.
- To provide monthly update on Staff Leavers and New Starters to Admin and IT staff for their processing needs.
- Maintain and update HR relevant information on school intranet site.
- Take part in any staff training as may be agreed.
- Undertake any other reasonable duties that may be assigned from time to time by the Director of Finance
- Attend the Governing Body's Staffing Committee on a termly basis. Provide HR related reports and information as required.

SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

This job description will be reviewed and amended in consultation with the postholder as operational requirements change over time.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
CIPD qualified	✓		AF/ I
Knowledge of current UK employment legislation, good HR management practice and current trends in these areas.	✓		AF/ I / R
Experienced advisor able to provide sound customer-focussed HR advice.	✓		AF / I
Experience in managing and developing a small team.	✓		AF/ I / R
Experience in developing, implementing and evaluating policies and procedures	✓		AF/ I / R
Extensive HR operational and strategic experience, including successfully managing and implementing HR projects and change management initiatives.	✓		AF/ I / R
High level of IT literacy and previous experience working with HR software systems	✓		AF/ I
Previous relevant experience of high volume recruitment and selection processes.	✓		AF/ I / R
Proven ability to deliver a high level of service in a fast moving environment.	✓		AF/ I / R
Experience of working in an education setting		✓	AF/ I
Pragmatic, flexible, and customer focussed	✓		AF/ I / R
Excellent written and oral communication skills	✓		AF/ I
Excellent interpersonal skills	✓		AF/ I / R
Approachable and confident in dealing with a wide variety of people	✓		AF/ I / R
Innovative, with creative problem-solving abilities	✓		AF/ I / R
Highly organised with effective time management skills	✓		AF/ I / R
Possess a particular interest in the application and deployment of HR software systems.	✓		AF/ I
Ability to attend occasional Governor evening meetings	✓		AF/ I



MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a full-time, permanent position. The working hours are from 8.30 am - 5.00 pm, Monday to Friday, 37.5 hours week for 52 weeks a year.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 3 months or the statutory minimum, whichever is greater.

Salary

Competitive.

Holiday Entitlement

The holiday entitlement is 25 paid working days per year plus the 8 bank holidays. Holidays would normally be taken out of term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Health cash plan
- Generous occupational sick pay scheme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of your birth certificate
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)





An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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