



St Gregory the Great Catholic School
All through school for students aged 3 – 19
Cricket Road, Oxford, OX4 3DR
T: 01865 749933 E: stgregory@dbmac.org.uk



'opera in caritate'

Deputy Head: Secondary
Mrs H Pallier

Head of Secondary School
Mr S Tucker

Head of Primary School
Mrs H Forder-Ball

Job Description: Human Resources Manager

(Grade 13 £41,675 – £44,632 p.a. pro rata)

Responsible to: Head teacher

This is a term time position which includes the 5 INSET days and 5 additional days (40 working weeks and 37 hours per week)

The person appointed will work closely with the Headteacher to design, deliver and evaluate the HR strategy for St Gregory the Great Catholic School. This will involve embedding HR best practice through appropriate policies, procedures, quality assurance and coaching/training initiatives.

The HR Manager will aim to deliver effective, timely and efficient support to maintain agreed standards of service to the students, staff, governors and parents who make up our school community.

The HR manager will play an active role within the Senior Leadership team of our school. The successful candidate will provide weekly HR reports to the Headteacher, HR summaries for the School Improvement Board and ensure all HR information is accurate on the management information systems.

The HR Manager post will benefit from the support of an outsourced HR provider.

There may be opportunities in the future to support other schools within the DBMAC.

Principal responsibilities:

1. Recruitment

- Working with the Senior Leadership team and Middle Leaders to implement timely recruitment and selection processes for all staff.
- This will include the design and placement of suitably informative advertisements and job descriptions
- Short listing procedures and liaison with recruitment agencies as appropriate
- Oversight of the interview process and involvement in interviews when relevant.
- Completion of the relevant paperwork and ensuring compliance with safeguarding , checks clearances and right to work procedures
- Working with the Designated Safeguarding Lead to ensure that all safeguarding and Safer Recruitment training is in date.
- Production of staff contracts along with appropriate terms and conditions.
- Support with the induction procedures for new staff in liaison with the Operations Manager.





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2. Employee Relations

- Provision of HR advice and support to the Headteacher, SLT, Middle Leaders and staff
- Proactive support management (in liaison with the HR service Provider) on HR employee relations cases ranging from absence, conflict resolution, grievance, discipline, capability, retirement, redundancy and restructures.
- Ensure suitable processes are in place to enhance the performance of our staff, such as equality and diversity, talent management and health and well being. Engage staff in discussion about their ideas and initiatives which may be of interest regarding well being.

3. Safeguarding

- Carrying out DBS checks in a timely manner for all staff/Governors and relevant worker/visitors.
- Oversee the maintenance of the Central Record for St Gregory the Great Catholic School ensuring that all staff and appropriate people are recorded in line with Safeguarding requirements.
- Dealing with positive DBS outcomes in a sensitive manner, arranging for a Risk Assessment to take place and for the relevant paperwork to be completed as appropriate. Inform the Headteacher before the meeting with the staff member takes place.

4. Teacher Pay

- Work with SLT in the processing of main scale and threshold teachers performance pay reviews
- Checking Annual Salary Statements for accuracy before issuing to teaching staff.
- Ensure that contractual changes are accurately recorded and that all relevant changes are communicated in a timely manner to prevent any potential over/underpayment being made.

5. Management

- Oversight of the line management of our non-teaching staff and their performance management, including the setting of objectives, monitoring progress, determining development and training needs and performance reviews.
- Ensure that contractual changes and pay increments are correctly recorded and communicated to the payroll provider
- Maintain an accurate and up to date record of staff details on SIMS HR and that this corresponds with payroll.
- Complete required monthly checks with finance for payroll and manage HR payroll queries
- Ensure the St Gregory the Great Catholic School Workforce Census is completed and sent securely on an annual basis.



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6. Statutory and Special Leave

- Provide guidance to staff in relation to maternity/paternity and special leave entitlements.
- Processing relevant paperwork in a timely manner and to communicate this to the outsourced HR and Payroll provider to ensure that all information is collated and completed. Maintain and update the annual leave entitlement to staff on an annual basis and oversee the monitoring and recording of leave as appropriate and in accordance with the relevant Policy.

7. Staff Absence

- Manage all staff absence procedures in line with the St Gregory the Great Catholic School – Managing Sickness Absence – model policy and procedures for Oxfordshire Schools and OCC Emergency/Special Leave Policy
- Supporting and guidance for Line managers in their role with the management of staff absence

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of St Gregory the Great Catholic School.

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

