

LINDEN LODGE

JOB DESCRIPTION

Job Title: Human Resources Manager

Reporting to: Co-Headteacher

Grade: PO6

Working Pattern: Full time, all year round

Responsible for: HR Advisor

Main Purpose of the Post:

The HR Manager has responsibility to proactively lead the HR function and develop HR related policies for the school and accountable for the quality of work, playing a key role in OFSTED during inspections both school and residential. To provide guidance to the Co-Headteachers, the Senior Leadership Team, Trustees and members of staff as required. Drive the HR Strategy and wellbeing action plan for a complex multi-disciplinary team working to drive the staff voice.

ROLE AND RESPONSIBILITIES

STRATEGIC

- To plan, develop and implement structure and procedures to improve the HR function and its efficiency
- Ensure timely and accurate production of all staffing budgetary requirements
- Produce management reports, as directed, to facilitate strategic planning
- Perform comprehensive analysis of quotes and tenders for significant expenditure items relating to HR, to proactively drive cost savings and company efficiencies
- Promote the functions of the HR team to the wider school community, as appropriate, to ensure high expectations are both met and maintained
- Drive effective relations with Employees and Management and support ongoing change within the organisation.
- Provide guidance to the leadership team on managing HR issues effectively
- Promote and manage the staff wellbeing fund
- Involvement in whole school events and activities as required.

RECRUITMENT AND PRE-EMPLOYMENT:

- Responsible for ensuring that recruitment and selection practices are in accordance with safer recruitment guidelines, employment legislation and equal opportunities.
- Responsible for the review and evaluation of job descriptions and Person Specifications.
- Responsible for carrying out job evaluations and advising the Co-Headteachers on the appropriate grading of support staff.
- Responsible for overseeing adverts, advising on appropriate media and placing adverts.
- Responsible for the organisation of application packs and the distribution of packs to applicants.
- Responsible for requesting references when applications received and quality assuring the content.
- Responsible for the organisation of interviews and participating on panels as required.
- Responsible for the organisation of pre-employment checks including DBS, NCTL checks for teachers, health checks and references.
- Responsible for the issue of letters of appointment and Statement of Particulars.
- Responsible for overseeing the on boarding and probationary review process guiding managers on the process

SUPPORT FOR STAFF:

- Responsible for providing advice, support and guidance to line managers as required.
- Responsible for advising staff on any aspect of human resources and resolving problems and queries.
- Responsible for liaison with payroll and pensions regarding staff queries.
- Responsible for the coordination of the Support Staff Appraisal procedure.
- Responsible for ensuring the preparation of personal files for new staff and the maintenance of existing staff files, leading on regular audits to ensure appropriate paperwork is in place.
- Responsible for carrying out start interviews and exit interviews.
- Responsible for leading on staff wellbeing groups
- Responsible for leading the staff voice and action plan.

EMPLOYEE RELATIONS AND SAFEGUARDING :

CASEWORK:

- Responsible for advising the Co-Headteachers on the management of casework, including sickness management, disciplinaries, child protection issues, grievances and performance management.
- Responsible for ensuring that casework is managed in accordance with procedures and in line with employment legislation and equal opportunities.
- Responsible for liaison with LADO as appropriate.
- To attend Child Protection Strategy meetings as required.
- To be an active member of the residential, health and safety and safeguarding boards.
- Responsible for dealing with confidential casework in a sensitive manner, including conducting investigation interviews and drafting reports recommending outcomes for consideration by the Co-Headteachers.
- Responsible for the provision of advice and support to Trustees as required.
- Responsible for the organisation of hearings conducted by the Personnel Sub-Committee of the Board of Trustees as required.
- Responsible for drafting reports and organising appeals as required.
- Responsible for the co-ordination of the schools response to employment tribunal claims as required.
- Responsible for keeping up to date with current case law.
- Responsible for referring cases of incompetence and misconduct/child protection to the NCTL. Including drafting reports and the preparation of all required documentation.

ABSENCE MANAGEMENT:

- Responsible for ensuring absence is monitored and reviewed, in line with policy
- Responsible for monitoring of sickness absence and reporting to Co-Headteachers.
- Responsible for leading on the management of sickness absence review meetings in accordance with the Code of Practice on Staff Sickness.
- Responsible for organising referrals to Occupational Health as appropriate and advising on reports received.
- Responsible for the monitoring of sick pay and ensuring staff are informed of any change to pay

TRAINING AND DEVELOPMENT:

- In conjunction with the Co-Headteachers, Leadership Team and line managers, follow up individual development needs and source training provision, as and when required across the organisation.
- Make recommendations on cost effective management development programmes to support the organisation's people management strategy and skill set.

- Responsible for overseeing the maintenance of the training matrix and assist with any training initiatives as required, in consultation with the Co-Headteachers and Leadership Team.
- Manage the apprenticeship levy, making recommendations for effective and creative use.

DATA:

- Responsible ensuring the maintenance of personnel information on SIMS, including starters and leavers and changes in personal information.
- Responsible for the maintenance of the Single Central Record.
- Prepare HR KPI data, including gender gap report

EQUAL OPPORTUNITIES

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies

PERSON SPECIFICATION

QUALIFICATION	ESSENTIAL	DESIRABLE
CIPD Level 7 or equivalent		√
Designated safeguarding lead		√
Coaching qualification		√
Mediation experience		√
EXPERIENCE, SKILLS AND KNOWLEDGE	ESSENTIAL	DESIRABLE
Experience of managing staff	√	
Experience of working in education setting		√
Experience of working within health or care sector		√
Experience of coaching and mentoring	√	
Experience of managing an HR function	√	
A good general knowledge of employment law and conditions of service and the ability to update personal knowledge on a regular basis.	√	
Ability to prioritise work and deliver to tight deadlines	√	
Ability to maintain confidentiality, work with discretion and in line with GDPR regulations	√	
Analytical and creative problem solving skills.	√	
Ability to identify and resolve core issues in resolving problems.	√	
Meticulous attention to detail.	√	
Ability to emphasise with and support staff and deal with issues in a sympathetic and sensitive manner.	√	
Ability to conduct casework investigations in a logical, impartial and fair manner.	√	
Excellent written communication skills with the ability to write complex casework reports and to design and update work procedures.	√	
Ability to carry out own research and manage own continuous professional development.	√	
Ability to work independently with proven organisational and time management skills in order to work under pressure to meet deadlines.	√	
Proven interpersonal and communication skills.	√	
Experience of using Microsoft office	√	
MOTIVATION	ESSENTIAL	DESIRABLE
Commitment to the vision and ethos of the school	√	
Commitment to delivery of the school improvement plan	√	
Focused on impact and outcomes of work activities.	√	
Enthusiasm for and commitment to the achievement of the schools overall vision for success.	√	