



Job Title:	HR Manager
Grade:	LBR10
Responsible to:	Business Manager / Headteacher
Responsible for:	HR Assistant
Date of Job Spec:	July 2016

Purpose of the Job

To develop and deliver people management strategies which support the schools' overall strategic aims and objectives, contributing at both a strategic and operational level in order to identify HR priorities and recommend appropriate solutions. To provide expert professional advice and support to SLT, Managers and staff on all aspects of people management and contribute to the development, implementation of procedures and standards that minimise the school's exposure to risk arising from their activities as an employer.

Main Activities

Strategic

Identify, design and implement strategic HR projects alongside the development of the school as required.

Liaise with HR advisors as appropriate to ensure the school remains compliant with statutory requirements and school policies, seeking and logging advice received and given.

Promote a school wide understanding of HR policies and practices through delivering talks, briefings and responding to queries.

Recruitment, Selection and Retention

Manage and deliver effective recruitment and selection strategies to ensure that the school is fully staffed with high quality colleagues, ensuring full compliance with Safer Recruitment guidelines and best practice at all times.

Manage all aspects of the interview and recruitment process including:

- Preparing job descriptions and personal specifications
- Advertising vacancies through appropriate avenues, monitoring interest and taking remedial action where adverts not attracting a strong field

- Organising shortlisting and interview/assessment days, including preparation of materials, exercises, rooms and schedules, ensuring all aspects of the interviews run smoothly and efficiently
- Administering new starter procedures including DBS applications, references, health and qualification checks, maintaining the Single Central Record (SCR) in line with legislative requirements
- Ensuring compliance with equal opportunities requirements throughout all aspects of recruitment.

Write and issue Employee contracts and other HR correspondence using templates provided ensuring compliance with school policies and statutory requirements.

Develop and implement induction training and processes, ensuring appropriate health and safety and safeguarding training is logged for all members of staff.

Monitor staff retention by implementing and conducting thorough exit interviews with all staff and monitoring attrition levels. Including identifying patterns and trends and initiating appropriate follow-up action at both an operational and strategic levels to increase retention of staff.

Learning and Development

Support the training and development of staff

Liaise with the Deputy Head responsible for professional development of academic staff and the Business Manager for support staff to provide support for staff training, i.e. arranging INSET for staff, booking courses, speakers, venues, refreshments and liaising with training providers

Maintain a training register and ensure all courses are updated on the SIMs HR database
Compose and deliver HR training to managers as required under the direction of the Headteacher / Business Manager in key areas such as appraisals, absence management etc.

Liaise with Line Managers to ensure all support staff receive regular reviews during their probationary period and send out confirmation letters

Performance Management

Support the delivery of robust Performance Management processes to ensure that all staff are regularly reviewed by their line manager as part of a formal performance management process, including providing advice and guidance to all line managers on Performance Management best practice and procedures.

Ensure that all CPD courses are entered into the SIMS system, confirm bookings and ensure college CPD procedure is followed by all staff.

Lead the provision of advice to staff on the requirements for going through the upper pay threshold and teacher standards for pay progression and support staff increments and progression.

Staff Wellbeing / Absence Management

Log all staff absences and ensure compliance with relevant policies relating to staff wellbeing and absence management, ensuring return to work interviews are completed, monitoring absence levels throughout the school, administering OH referrals, highlighting areas of concern and discussing adjustments with line managers and senior leaders as appropriate.

implement strategies to manage, monitor and improve staff attendance and wellbeing

Provide support and advice for line managers in relation to managing staff attendance.

Analyse data relating to staff absence, including identifying patterns and trends and initiating appropriate follow-up action at both an operational and strategic levels to increase attendance.

Cover Arrangements

To oversee daily cover arrangements for teaching staff cover for planned and unplanned absences within the agreed system of supervision.

HR Administration

Develop and manage HR processes, information systems and staff record systems and analyse workforce data and advise managers on trends.

Maintain all HR files including personnel files both in hard copy and electronically and the schools MIS database.

Prepare School Workforce Census and other returns ensuring accuracy and within required timescales.

Attend HR meetings, including meetings with line manager and formal meetings with staff taking minutes as required.

Administer requests for flexible working, maternity and paternity leave, flexible working liaising with Line Managers, Senior Managers and payroll within applicable timescales.

Archiving files of leavers and unsuccessful applications, destroying HR paperwork securely in line with data protection guidelines, ensuring information is easily accessible if required.

Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.

Manage exit processes including closing IT/email accounts and return of schools property, undertaking exit interviews when required.

Payroll

Complete returns for payroll each month including staff absence, starters/leavers, jury service, contract variations and additional payments.

Employee Relations and Policy Development

Review, develop and maintain HR policies and procedures under the direction of the Headteacher and/or Business Manager, including appropriate consultation with external HR provider, Legal Advisers, Trade Unions, Governors and school staff ensuring that they meet all statutory and legal obligations.

Prepare, organise and attend hearings, HR-related panels, and Human Resource meetings as required.

Engage with staff and trade union/professional association consultation as required including providing clear and appropriate information in line with legal statutory and procedural requirements.

Attend and advise the Governing Body or Governing Body Committee meetings as required.

Provide advice and guidance on employment-related queries for all staff, including maternity/paternity leave entitlement, pension's entitlement, etc.

Process all leave of absence and flexible working requests in line with the relevant policy providing accurate and timely information to staff, managers and Governors in line with legal statutory and procedural obligations.

Ensure the maintenance of high levels of confidentiality at all times in relation to all sensitive, confidential or restricted information.

Ensure a high level of knowledge and understanding of current employment law and best practice.

Safeguard and promote the welfare of all our students through their own actions and through the effective management of staffing resources, policies and procedures in line with local and national protocols and statutory requirements relating to Safeguarding.

Undertake and/or manage, operational casework in line with the appropriate HR policies including Absence Management, Disciplinary, Capability and Grievance.

Provide accurate and timely information for all aspects of operational casework taking into account legal, procedural and statutory requirements.

Act as the Investigating Officer for staff, parent/carer or third party complaints, in line with the schools complaints policy. Provide accurate and timely information and advice to the Headteacher/Governors where appropriate.



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Department	Human Resources	Date of Person Specification	July 2016

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • Experience of delivering HR solutions to senior managers in at least one complex organisation • Full and up to date knowledge of HR best practice and complex employment legislation • Knowledge of key issues facing Education and their implications for schools • Experience of negotiating, influencing and consulting with trade union and professional association colleagues on HR issues <p>Experience of formulating and implementing new policies / procedures and creating systems / and</p>	Interview application		Interview application

	<p>processes to develop efficiency</p> <p>Experience of managing projects</p> <p>Experience of managing staff</p>			
Education, Training And Qualifications	<p>Educated to degree level or HND</p> <p>Knowledge of safeguarding and child protection legislation</p>	<p>Interview application</p>	<ul style="list-style-type: none"> • CIPD qualification at Level 5 (Intermediate) and a commitment to undertake CIPD Level 7 (Advanced) qualification • Associate membership of CIPD or equivalent qualifications/experience 	
Relationships	<p>Able to communicate effectively in oral and written form with staff, students and external agencies</p> <p>Able to negotiate and manage third party contracts</p> <p>Able to explain technical issues in a clear and understandable manner to end users</p> <p>Able to work constructively as part of a</p>	<p>Interview application</p>		

	<p>team and across all departments to support the Service priorities</p> <p>Able to develop, support, inspire and challenge staff</p> <p>Exhibit excellent customer care skills</p>			
Equalities and Diversity	Has an understanding of equalities and diversity	Interview application		
Skills	<p>Able to exercise discretion, negotiate sensitively and maintain confidentiality in line with CIPD Code of Professional Conduct</p> <p>Able to think and act strategically and to be innovative and creative in developing solutions</p> <p>Excellent diagnostic, analytical and problem solving skills</p> <p>Able to manage data effectively and interpret complex data</p> <p>Meticulous attention to detail & maintain high level of accuracy</p> <p>Able to analyse, monitor and evaluate</p>	Interview application		

	<p>and make recommendations</p> <p>Able to think and plan strategically</p> <p>Able to produce reports for SLT and governors</p> <p>Able to interpret advice/statute and to devise policy/practice in the light of these</p> <p>Able to work on own initiative and under pressure without supervision</p> <p>Able to prioritise and work in an organised, co-ordinated and methodical way and able to effectively coordinate the work of others to achieve objectives</p> <p>Work accurately and to deadlines</p> <p>Identify the need, devise and deliver effective HR related training for managers</p> <ul style="list-style-type: none"> • Conflict management • Negotiation/influencing, including with trade union and 			
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	professional association colleagues, senior and middle leaders, head teachers, governors on complex HR issues			
Management, e.g. People, Finance and Skills	Able to manage, motivate and develop others, delegating duties as required	interview application		interview application
Any additional factors	Willing to undertake further training and development as necessary Commitment to achieving high standards Personal integrity and the drive and determination to decide and implement what is best for the school	interview application		Interview application