

Job Description

Job Title	Human Resources Manager	Grade	LBR 10-11 (depending on levels of skills and experience)
School	Oaks Park High School		
Reports to	School Business Manager		
Responsible for	HR processes and procedures		
Purpose of job			
To be responsible for all HR processes and procedures throughout the school including recruitment and selection, induction, appraisal, training and development, compliance and policies			
Main duties and responsibilities			
HR Compliance <ul style="list-style-type: none">• To be responsible for professional advice and support on all aspects of HR policy, procedures and best practice, including employment law issues to all staff. To liaise closely with relevant HR specialist groups including the Local Authority• To ensure that the school is fully compliant in statutory employment and equality obligations.• To follow safer recruitment practices in all recruitment processes and for ensuring the Single Central Register is up to date and accurate for all contacts with the school• To advise the Senior Leadership Team and when necessary the Governing Body on policy changes and development in employment law• To advise the Senior Leadership Team on HR legislation and protocol/procedures to be followed around HR issues, e.g. managing staff absence• 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• Archiving files of leavers and unsuccessful applications, destroying HR paperwork securely in line with GDPR• Manage entrance and exit processes including IT/Email accounts and return to school property			
Recruitment <ul style="list-style-type: none">• To lead and manage the overall process for external and internal recruitment and selection• To write and review job descriptions and person specifications• To prepare effective recruitment information for advertisements and information packs for candidates• To lead and manage the interview process and timetable of the interview day (ensure interview records are kept in line with regulations)• To screen candidates to include collation of job applications for shortlisting, arrange interview schedules and manage the interview process ensuring compliance at all stages of the recruitment process• To send off reference requests and monitor return• To work with and support the Senior Leadership Team in leading and managing the induction process for all new staff with specific responsibility for the induction of all new associate staff and ensuring the induction process for “in-year” appointments is thorough and compliant with the school’s induction policy• To submit DBS applications, monitor return, and sign up to update service• To lead and manage the probationary review process for staff when necessary			
Employment policy and procedure			

- To monitor staff attendance in line with the school's policies, including conducting absence management meetings and advising line managers in absence procedures and Occupational Health referral when necessary
- To provide information, training, advice and guidance to leaders and managers on the proper implementation and practice of the school's HR policies and procedures
- To support the Headteacher and Leadership Team in matters relating to HR issues including disciplinary, grievance and capability matters
- To deal with other staffing issues that may arise including handling issues of staff welfare and long term sickness
- Provide appropriate maternity/paternity advice regarding entitlement of leave and requests for flexible working
- Manage communications to staff during maternity/paternity leave including return to work meetings, keeping in touch days, changes including updates in legislation
- Provide communication to all staff on any HR related matters
- To inform and advise on HR matters at Governor's meeting as required
- 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 Resources meetings as required
- Log all staff absences and ensure compliance with relevant policies relating to staff well-being and absence management, ensuring return to work interviews are completed. Monitor absence levels throughout the school, administering OH referrals and liaising with the School Absence Insurance provider, SAS. Implement strategies to manager, monitor and improve staff attendance and well-being
- Liaise with LBR regarding contracts and other staffing issues
- Ensure a high level of knowledge and understanding of current employment law and best practice
- 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
- 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
- Timely and accurate submission of the School Workforce Census

General

Any other tasks as directed by the Headteacher, and/or Senior Leadership Team as duties and responsibilities of the post may change over time as requirements and circumstances change. Duties will not be carried out in one office and will cover different parts of the school. The job description does not form part of the post holder's contract of employment.

Person Specification

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School	Oaks Park High School		
Education and Qualifications: <ul style="list-style-type: none">● Good numeracy and literacy skills (Level 3 or above).● Degree, Qualified or Equivalent (Essential)● Professional qualification in HR Management/CIPD (Desirable)			
Experience/Knowledge/Skills: <ul style="list-style-type: none">● At least 3/5 years proven experience related to Human Resources policies and procedures in a busy working environment not necessarily in a school setting.● Currently employed as a middle manager with experience of working with senior management● Experience in managing a significant range of HR management functions including complex grievance and disciplinary matters● Experience of autonomous working● Experience of developing and implementing HR policies● Understanding and application of employment law to policy development● Proven experience and high level of understanding of the principles of delivering an HR best practice service● Proven experience in developing and supporting line managers through change● Experience of formulating and implementing new policies● Experience of negotiating, influencing and consulting with trade union and professional association colleagues on HR issues● An ability to maintain confidentiality and act with discretion and diplomacy● A high level of proficiency in MS Office, Google Suite, Word, Excel and other role related software● A thorough knowledge of SIMS and applications associated with it● An ability to produce clear, concise written reports and correspondence● An ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information● Exceptional interpersonal and communication skills with students, staff, stakeholders and outside agencies● Ability to produce and present management information.● Highly organised and able to work flexibly and prioritise to meet deadlines both short and long term.● An ability to relate to children and adults● Work constructively as part of a team● An ability to act on own initiative● An ability to work under pressure● An ability to work flexibly within a team● Attendance at events beyond school hours, by agreement● An ability to prioritise workload, work under pressure and to deadlines● Meticulous attention to details and maintain high level of accuracy● Able to think and plan strategically● Able to interpret advice/statute and to devise policy/practice in the light of these● Good communication and written skills● Flexibility and a good sense of humour			

- Committed to maintaining a positive ethos at OPHS
- A willingness to be fully involved in the life of the school
- Commitment to support and enhance the experience of vulnerable learners
- Commitment to career progression

Other job requirements:

- Enhanced DBS check
- Verification of career history, qualifications, references and fitness to undertake the role
- We also reserve the right to contact any previous employers for a reference request on your behalf