



## Job Description

<b>Job Title</b>	Human Resources Manager	<b>Grade</b>	LBR 12 <b>Full time (52 weeks)</b> <b>or term time only plus 4 weeks</b>			
<b>Reports to</b>	School Business Manager					
<b>Responsible for</b>	HR Admin					
<b>Purpose of job</b>						
<ul style="list-style-type: none"><li>Working with the Executive Headteacher and Senior Leadership Team to ensure that the appropriate HR strategies and initiatives are in place to achieve the all through school's strategic vision</li><li>Supporting the School Business Manager as necessary</li><li>Produce quality work that meets deadlines and is accurate and professionally presented</li><li>To provide professional, high quality and accurate HR advice and support on a wide range of matters, including case work</li><li>To oversee and evaluate HR admin/HR processes</li></ul>						
<b>Main duties and responsibilities</b>						
<ul style="list-style-type: none"><li>Provide a professional, efficient, confidential and proactive HR support service, advising and supporting as required including grievances, disciplinaries, absences and flexible working requests. This includes note taking at meetings and drafting all letters accordingly</li><li>To provide advice to the Executive Headteacher in relation to a wide range of people/HR related matters</li><li>To ensure that the school is kept up to date with all relevant legal and HR developments and best practice</li><li>To ensure the school complies with all HR policies and relevant employment legislation, including London Borough of Redbridge policies</li><li>Ensure that HR policies and practices respect the school's commitment to equality and inclusion of all its members</li><li>Advise on employment law changes and HR best practice on employment related policies, procedures and practices for the school, including the updating of the staff handbook and code of conduct</li><li>Produce quality work that meets deadlines and is accurate and professionally presented</li><li>Act as the primary point of contact for Trade Unions, fostering a constructive and professional working relationship</li><li>Seek advice from the HR provider to be able to provide advice to staff regarding Employee Relations issues</li><li>Advise school leaders on employment issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals, consulting with the school's HR advisor as necessary and Judicium (the school's legal HR company)</li><li>Provide HR support at formal HR meetings or when necessary as a note taker, including draft invite letters and attending investigation meetings</li><li>Manage the engagement with the school's wellbeing programme</li><li>Work closely with the School Business Manager to manage the work between London Borough of Redbridge, Payroll, Pensions and other services e.g. Occupational Health</li><li>Oversee, develop and maintain the recruitment, induction and exit procedures, collating the data to inform the Executive Head and relevant staff, ensuring all the policies and procedures are adhered to</li><li>Ensure that eligibility for employment and reference checks are undertaken for all new staff</li><li>Manage the schools registration relation to employment under the points based immigration system</li></ul>						

- Maintain and manage the Single Central Register (SCR) with precision, ensuring every check (DBS, references, right to work) meet the latest Keeping Children Safe in Education standards
- To manage a robust induction programme for all new staff, to ensure the onboarding process provides them with a welcoming start; liaising with the staff member throughout and the relevant personnel at Seven Kings to ensure this happens
- To liaise with the relevant staff member to conduct exit interviews
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time
- To support with the transition to electronic record keeping and provide strong leadership around HR files, compliance and best practice
- Oversee the data cleanse of staff records
- Manage statutory returns e.g. workforce census
- Ensure compliance with the General Data Protection Regulations and Data Protection Act at all times
- To provide high-quality data - both qualitative and quantitative - to enable accurate risks to be evaluated and interventions to be implemented
- Maintain the school's database programmes (SIMs and Activ Absence) to an accurate and current level
- Ensure all data required by the DfE is held in an established programme
- Update current staffing absences, ensuring all absences are tracked and inform the member of staff responsible for cover of the daily cover provision
- To provide effective line management to the HR Officer
- Ensure yearly performance management is effectively carried out in line with the school's policies and procedures

#### General

- Attend and participate in relevant meetings, training, learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- To support the policies and aims of Seven Kings School
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by the School Business Manager in keeping with the nature and grade of the post

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment