

Job Description

Post Title:	Human Resources Manager
Status:	36 hrs per week, permanent, 52 weeks per year
Indicative Grade:	PO3 to PO4 (depending on experience)
Line Manager:	Headteacher

Job Summary:

The HR Manager provides strategic vision and leadership for the human resources function to ensure the service runs smoothly, efficiently and effectively and can deliver its aims and priorities. To lead and manage by providing professional skills and technical capabilities, specialist subject knowledge (including employment law) integrity in decision making and operational activity as required for the effective operation of Human Resource management for the school community, including staff and Governors.

Dimensions of post:

This is an all year round post and the post holder will be expected to work a 36 hour week and will be expected to take their annual leave entitlement during the school holidays.

The hours of work will be 8.30am – 4.45pm Mon-Thurs and 8.30am – 4.30pm Friday, including an hour for lunch. There will occasionally be the need to work late and/or attend meetings away from the school and outside of normal working hours.

It is expected that the post holder will carry out her/his responsibilities within this framework.

Principal Responsibilities:

- Provide strategic vision and leadership on all aspects of the human resources function to ensure the service runs smoothly, efficiently and effectively and can deliver its aims and priorities
- Advise the Leadership Team on the people management implications of School Policy and strategy
- Provide support, coaching and training to all managers regarding their people management responsibilities across the whole range of HR activities
- To provide efficient and effective management of all Human Resources functions within the school: including employee relations, HR policies and procedures, change and performance management, staff terms and conditions, recruitment and selection, supporting attendance management
- Effectively manage the HR Officer including being responsible for their personal development and performance management
- To be responsible for maintaining accurate personnel records in line with statutory and audit requirements and submission of statutory workforce census data
- To track and monitor staff absence and drive good absence management control in line with school policy

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- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.
- To ensure that the school meets its statutory employment, equality, health and safety obligations
- Liaise as and when appropriate with the Local Authority HR and legal departments, and other statutory and professional bodies
- To provide strategic advice to the Headteacher and Governing Body in the management of staffing at the school.
- To work closely with the headteacher to lead recruitment process and proactively fill vacant posts with high calibre staff
- To lead and maintain procedures to ensure that Safeguarding of children (including the maintenance of a single central record)
- Develop and maintain initiatives to support staff welfare and positive morale
- To support the cover arrangements for absent teaching staff under the guidelines and regulations related to "Rarely Cover"

General Duties:

Recruitment

- To ensure job descriptions are updated for recruitment purposes
- To draft offer letters and ensure the relevant recruitment paperwork is completed and sent to payroll and other agencies
- To issue contracts and letters of written particulars to new staff
- To be responsible for producing a staff induction pack and ensuring new staff are aware of the expectations on them
- To ensure all aspects of staff induction are delivered
- To produce recruitment statistics as directed for the Headteacher and Governors
- To ensure safer recruitment procedures are followed to ensure Safeguarding
- To oversee and be responsible for the receipt of identification papers, appropriate work permits, DfE numbers, confirmation of NQT skills tests, health clearance, DBS clearances and any other relevant paperwork pertaining to appointments and maintain a single central record of recruitment and vetting checks
- To oversee and be responsible for the placement of adverts in the national and local press, recruitment and school websites
- To oversee and be responsible for the process of recruitment and interviews including producing and sending out application packs, co-ordinating interviews and obtaining references
- To advise on HR safeguarding issues as they relate to the school
- To shortlist and interview candidates for Associate staff vacancies as required
- Review and be responsible for processes ensuring compliance with regulations relating to immigration for staff

Personnel / Payroll

- To provide professional advice and support to the Headteacher and senior managers on the interpretation and application of all HR policies, and to manage a portfolio of casework including disciplinary issues up to dismissal
- To lead on all human resource matters for the school as necessary, ensuring that up to date guidance and procedures are understood and implemented at all times

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- To ensure that all payroll documentation including new starters, cessations, salary amendments, overtime payments, maternity and sickness adjustments and other salary adjustments are authorised and dispatched to the school's payroll provider within deadline in consultation with the Finance Officer
- To quality control payroll data ensuring all instructions to the payroll provider are implemented accurately
- To provide advice and support to staff with regard to payroll issues
- To provide payroll administration cover in the absence of the Finance Officer to ensure payrolls are accurate, up to date and deadlines met
- To produce annual salary letters for all staff
- To provide support for the preparation and completion of staff references
- To ensure computerised personnel records are maintained using the SIMS system.
- To oversee administrative support and preparation of relevant paperwork for annual Threshold, Upper Pay Spine and Leadership Team pay reviews, including the preparation of paperwork for the Governors' Pay Committee
- To authorise the monthly absence returns to Payroll To monitor annual leave for support staff
- To produce a weekly report on staff sickness absence to ensure sickness monitoring is completed
- To produce a variety of Human Resources statistics by stated deadlines for Hackney Learning Trust when requested
- To ensure exit interviews are conducted with leaving staff
- To ensure arrangements are completed for maternity and paternity leave
- To oversee that the staff list is updated and distributed
- To oversee the termly production of staffing figures and data analysis for the Headteacher and Governors
- To oversee the monitoring of annual Performance Management reviews
- To oversee the maintenance of up to date confidential, comprehensive personnel files for all contracted staff members
- To oversee the maintenance of accurate records relating to staff absences using SIMS
- To offer advice and support to staff with regard to personnel issues

Staff Management

- Manage and direct the HR Officer and develop his/her professional skills to ensure departmental objectives are achieved
- Give direction to and monitor processes within the HR department to ensure that responsibilities are met with regard to regulatory and audit requirements

Other Duties

- To administer the staff absence cover diary and stand in for the Operations Co-ordinator when absent
To assist with managing the arrangements for the morning's cover provision. Eg. liaising with agencies to acquire supply staff, ensuring all classes are covered in the absence of the Operations Co-ordinator
- Provide advice to the Headteacher and School Business Leader on staff pay in line with the School's Pay Policy.
- To manage a range of cost centres including those of Recruitment
- To co-ordinate and oversee the school's on and off site archiving

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- To be willing to undertake fire marshal training and undertake fire marshal duties as directed by the Leadership Team
- To evaluate and improve your own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development
- To maintain professional portfolio of evidence to support the Performance Management process
- To perform any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the line management
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- Keep up to date with current legislation and best practice
- Liaise with training specialists, pensions services, HR and Legal advisors as appropriate
- To actively promote and embed the school's equal opportunities agenda in all school activities, with all staff and key stakeholders

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Business Leader or Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation of the post holder's professional responsibilities and duties.

The postholder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Hackney's Equal Opportunities Policies and Code of Conduct. All the above duties to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date
HR Manager

PERSON SPECIFICATION **Human Resources Manager**

Qualifications/Knowledge

- Educated to degree level or equivalent (E)
- CIPD qualified (or working towards) (E)
- Proficiency in Microsoft Office software, including Word and Excel (E)
- Up to date working knowledge of employment law and its practical application (E)
- Knowledge of Health and Safety legislation and practice (D)
- A working knowledge of SIMS (D)

Experience

- A proven track record of significant successful staff line management (E) and human resource management (E) ideally in an educational environment (D)
- A proven track record in the provision of high quality HR advice (E)
- A proven track record in payroll administration (D)
- A proven track record in personnel data management (D)
- A proven track record in absence management (D)
- A proven track record in effective recruitment and selection (D)

Skills

- Effective staff management knowledge and skills. (E)
- The ability to manage, organise and motivate staff (E)
- The ability to work to agreed quality levels and service standards (E)
- Accurate and efficient word processing skills (D)
- Ability to prioritise and delegate tasks appropriately and effectively (E)
- Good interpersonal skills and the ability to communicate effectively orally and in writing (E)
- The ability to manage highly confidential information (E)
- The ability to assimilate information quickly (E)
- Excellent communication, interpersonal and customer care skills (E)

Personal Attributes

- Ability to work co-operatively and sensitively with others, both independently and as part of a team (D)
- Committed to equal opportunities and working in a multi-cultural environment (E)
- Enthusiastic and self-motivated (E)
- Ability to display a calm, tactful and responsible attitude (E)
- Flexible approach and the ability to adapt to change within the working environment (E)
- Ability to give and take instruction in a professional manner and work on own initiative (E)

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- Ability to attend meetings off site and outside of normal working hours, e.g. occasional evening Governors meetings or events (D)