



Job Description

HR Manager

Job Title:	HR Manager
Department:	Administration
Responsible to:	Headteacher
Responsible for:	HR Assistant
Salary Grade:	Grade I Point 28 - 31
Contracted Hours/Week:	35 per week
Contracted Weeks/Year:	Term time plus 2 weeks

Main Job Purpose

To lead on the management of all HR, employment and employee matters for the School ensuring all personnel administration procedures are completed accurately and on a timely basis, whilst maintaining confidentiality.

To keep up to date with all relevant employment law, legislation and HR developments and best practice and ensure compliance with school policies and external legislative requirements.

To lead on staff wellbeing and support the Leadership Team to ensure compliance with Safeguarding

Main Responsibilities:

- Lead the management of all HR, employment and employee matters for the School
- Ensure that the school's HR policies, procedures and practices are compliant with employment law and best practice, easy to understand and that they respect the school's commitment to equality and inclusion
- Be directly responsible for the HR Assistant and support their development and training
- Lead on the selection of an external HR Advice Service
- Advise the Headteacher on all personnel matters, including those relating to the conduct, discipline, capability, probation, redundancy and dismissal of staff, in accordance with advice from the school's external HR Advisers
- Ensure all personnel records are stored securely and confidentially whether online or in secure filing cabinets
- Ensure compliance with the General Data Protection Regulations and Data Protection Act at all times
- Lead on staff wellbeing, developing programmes and advising line managers on promoting wellbeing
- Lead the recruitment and appointment of staff, ensuring that robust Safer Recruitment procedures are followed at all times.
- Liaise with SLT and line managers to develop job descriptions and person specifications to meet school and legislative requirements.
- Ensure all recruitment follows Safer Recruitment guidelines

- Ensure employment contracts and contract variations are accurately prepared, signed by the Headteacher, issued and a copy signed by the employee is received.
- Responsibility for the Single Central Record ensuring data is kept up to date at all times and is compliant with the most recent Keeping Children Safe in Education guidance.
- Ensure all changes in employee data are input information onto the computerised HR and Payroll system to meet the deadlines for the monthly payroll.
- Maintain appropriate induction programmes and ensure all new employees receive relevant induction training.
- Maintain systems for monitoring staff probation periods, continuous service and temporary contract information.
- Ensure that probationary reviews are carried out at the correct time and accurately recorded
- Ensure annual salary statements are produced for all employees.
- Maintain a performance management system for support staff and liaise with the Finance Director to ensure appropriate training and professional development is provided.
- Coach and support line managers to develop their coaching and people management skills across a range of HR activities.
- Offer guidance for employees and line managers on personnel matters
- Provide HR advice and support, including taking notes, at formal HR meetings and other meetings as required.
- Ensure effective absence management and occupational health procedures are in place and followed
- Ensure appropriate evidence is provided for absences and requests are correctly authorised and recorded
- Monitor absence and instigate absence management procedures when required
- Advise and support line managers in following absence management procedures
- Monitor and record annual leave and holiday working for all support staff working more than 39 weeks or with over 5 years service
- Monitor time off in lieu (TOIL) records for support staff
- Provide accurate information to the Finance Director to enable them to ensure that all staff are paid in accordance with their agreed pay and conditions
- Maintain the staffing establishment records, analyse school personnel data and support the Headteacher and Director of Finance with resource planning
- Provide the Headteacher and Finance Director with personnel information when requested
- Report termly to the governors' Personnel Committee on staff changes (including exit survey reports), absence and wellbeing.
- Prepare and submit staff related returns, e.g. School Workforce Census and ONS Business Register & Employment survey
- Support the Leadership Team to manage trainee teachers, ensuring checks have been made by the training provider in accordance with Safer Recruitment requirements and record on internal monitoring log and Single Central Record

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____