

Post Title	HR & Cover Manager
Salary	PO1 (pro rata for TTO + 4 weeks)
Reports to	School Business Director
Working Hours	7am to 3pm; 35 hours per week, term time + 4 weeks (42 weeks per year)

MAIN PURPOSE:

- To lead and manage all aspects of human resources, recruitment and personnel administration in line with employment legislation, statutory guidance and school policies.
- To provide professional, timely and pragmatic HR advice to the Executive Headteacher, Senior Leadership Team and Governors.
- To ensure compliance with safeguarding, safer recruitment, GDPR and Single Central Record requirements.
- To manage and coordinate daily staff cover arrangements, including liaison with cover supervisors and supply agencies.

MAIN DUTIES AND RESPONSIBILITIES

Human Resources Management

- Provide high-quality HR advice and support on all employee relations matters, including absence management, discipline, grievance, capability and performance management.
- Manage HR casework (informal and formal), ensuring matters are progressed in a timely, consistent and lawful manner, working with the Local Authority HR team and HR consultants as appropriate.
- Support the implementation, review and application of HR policies approved by Governors.
- Coordinate Occupational Health referrals and manage related correspondence and follow-up actions.
- Lead or contribute to specific HR projects as directed by the Executive Headteacher or SLT.
- Maintain professional confidentiality at all times and uphold data protection requirements.

Cover Management

Cover coordination working pattern

The postholder is required to be available during the early part of the school day to coordinate staff cover and ensure arrangements are in place prior to the start of lessons. Cover coordination activity is primarily undertaken in the morning and is administrative and coordination-based.

- Organise and manage daily staff cover, ensuring minimal disruption to learning.
- Liaise with supply agencies and relevant leaders to secure appropriate cover.
- Ensure staff absence is recorded accurately in the MIS for all absence types.
- Maintain clear records relating to cover arrangements and associated staffing data.

Recruitment and Safer Recruitment

- Manage end-to-end recruitment processes, including advertisements, shortlisting, interview coordination, offer letters and contracts.
- Ensure all recruitment activity complies with DfE Safer Recruitment guidance and statutory safeguarding requirements.
- Advise managers on recruitment processes, probation arrangements and employment checks.
- Ensure all pre-employment checks are completed and recorded accurately for staff, agency workers and volunteers.

Payroll and Contracts

- Maintain accurate staff records to support payroll, contracts and employment changes.
- Liaise with relevant staff to ensure payroll information is submitted accurately and on time.
- Support processes linked to performance management outcomes, contractual changes and staffing variations.

GDPR and Data Protection

- Act as the school's operational lead on GDPR compliance, liaising with the Local Authority Data Protection Officer where required.
- Support the school in meeting its data protection obligations, including Subject Access Requests and data rights requests.
- Promote good data protection practice and identify training needs across the school.
- Report data protection risks and compliance matters to the governing body as required.

Single Central Record and Safeguarding Compliance

- Maintain the Single Central Record, ensuring it is accurate, complete and fully compliant with statutory guidance.
- Ensure DBS, barred list and identity checks are carried out and recorded appropriately.
- Coordinate monitoring of the SCR, including internal checks and external scrutiny.
- Maintain up-to-date knowledge of safeguarding and safer recruitment requirements.

Management Information Systems

- Ensure staff data held on the school's MIS is accurate and up to date.
- Coordinate statutory returns and workforce data submissions to the Local Authority and DfE.
- Ensure systems support compliance with safeguarding, payroll and reporting requirements.

Liaison and Professional Responsibilities

- Support staff induction processes in liaison with relevant leaders.
- Ensure return-to-work and exit interviews are coordinated appropriately.
- Attend relevant meetings as required and provide professional HR input.
- Undertake professional development and participate in performance management.
- Carry out any other duties commensurate with the grade of the post, as reasonably requested by the Senior Leadership Team.

PERSON SPECIFICATION

Title:	HR and Cover Manager	Grade:	PO1
Section:	Admin	Reports to:	School Business Director

Qualifications and Professional Knowledge

- Level 3 qualification or equivalent relevant experience.
- Professional HR knowledge demonstrated through qualification and/or substantial practical experience.
- Knowledge sufficient to interpret and apply employment legislation, HR policies and statutory guidance within a school environment.

Experience and Responsibilities

- Demonstrable experience of working in a senior HR or people-management role.
- Experience managing complex, confidential and sensitive information with discretion.
- Experience of administering systems, maintaining accurate records and producing reports for senior stakeholders.
- Experience of managing competing priorities and responding to operational demands, including time-critical tasks.

Skills and Abilities

- Ability to analyse information, exercise judgement and provide practical HR advice.
- Ability to plan, organise and prioritise work to meet deadlines.
- Ability to communicate effectively with staff at all levels, including senior leaders and governors.
- Ability to adapt to changing priorities and work flexibly in response to operational requirements.

Personal Effectiveness

- Professional and reliable with high standards of integrity.
- Resilient and able to manage challenging situations calmly.
- Committed to continuous professional development.
- Committed to safeguarding, equality and school values.