

## Job Description

<b>School Name:</b>	Parliament Hill School
<b>Job Title:</b>	HR Manager (Maternity Cover)
<b>Reports To:</b>	Business Director
<b>Team</b>	HR Team
<b>Line Management</b>	HR and CPD Assistant
<b>Grade:</b>	P02 £44,937 - £47,925 35 hours per week, 52 weeks per year
<b>Role Summary:</b>	<p>Lead on all aspects of the HR function across the employee life cycle, providing expertise to Senior Leaders and advice and support to employees.</p> <p>Manage recruitment, payroll, overseeing absence management, capability and disciplinary procedures in line with school policies.</p> <p>Ensure all documentation and reporting are undertaken systematically, accurately and in a timely fashion.</p> <p>Liaise as appropriate with HR partners.</p>

### Key Skills and Competencies:

Relationships	Organizational Agility	Personal Excellence	Innovations	Permanent Growth & Development
'Customer' focus	Change Management	Developing People's Potential	Idea Generation	Vision
Build Wider Networks	Project Management	Self-Development	Innovation Management	National Perspective
Building long term relationships	Team Building	Performance Management	Creativity	Openness to new approaches
Empathy	Organizational Skills	Individualization	Curiosity	Strategic Leadership
Effectively Communicate	Prioritization	Learning	Concept Thinking	Adaptability
Professional Attitude	Action oriented	Motivating People	Solving Problems	Achieving Results
	Decision Making	Taking Responsibility	Passion for Technology	Planning

**The highlighted competencies are core to this role.**

### Other Duties:

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behavior to students to support student development and behavior, in line with our code of conduct.
- Be conversant with the School's Equal Opportunities Policy and at all times work to further the School's aims with regard to equal opportunities and raising achievement.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

## Job Description

### Leadership and Management

1. Provision of robust and rigorous leadership and management of the team to ensure outcomes are of high quality and an effective and efficient service is provided at all times.
2. Line manage HR and CPD Assistant by providing support and challenge.
3. Manage performance using specific measurable objectives, encouraging staff to engage with high quality professional development to enable the strategic intentions and priorities set out in the SDP to be met.
4. Project manage work internally and with HR partners to ensure accuracy and that timescales are met.

### Recruitment

5. Manage all recruitment, including advertising strategies, publishing vacancies, communication with candidates, selection methods through to the organization, communication and logistics of the interviews.
6. Manage the recruitment budget and to ensure value for money and maximum impact from all adverts placed. To track recruitment success and evaluate impact of recruitment strategies.
7. Follow agreed procedures for the appointment of new employees and contract changes for existing staff in accordance with employment legislation and best practice and safeguarding, ensuring checks such as DBS, right to work etc. are carried out, verified and logged.
8. Create personnel files for new starters, ensuring all documentation from application stage is logged and filed. For all teaching staff ensure records of qualifications are logged and transferred to PHS. To check new teaching staff with the DfE for safeguarding purposes.
9. Create welcome packs, organize induction arrangements for new staff, including starter information, ID badge, IT requirements, core software logins, PHS Home and introduction to key personnel.
10. Assist the Senior Leadership Team in the preparation and review of job descriptions following timelines for consultation and introduction. Consult with the LA for grading of new posts and current posts where appropriate.
11. Arrange all exit interviews for the organization. To ensure confidentiality is maintained around this process and to provide anonymous data to governors regarding these interviews.
12. Follow all data protection and safeguarding guidelines at all times. Liaise with the data manager to improve data quality and reporting.

### **Payroll and Personnel**

13. Ensure all payroll information including new starters, contract changes, leaver, maternity/paternity, overtime, absence and other salary adjustments is submitted accurately and by payroll cut off dates. Review and authorize draft pay slips
14. Monitor, approve and check payroll changes and additional payments against the budget, pay policy and DfE guidelines. To ensure effective communication between the school and the payroll provider.
15. Provide guidance relating to the STPCD and green book and create and distribute salary assessment letters and statements annually.
16. Ensure staff information held on Bromcom is comprehensively completed including contracts, absences and contacts.
17. Working with the Senior Finance Manager, check all monthly reports for teaching and non-teaching staff and raise any errors or queries with the payroll provider and the Business Director. Ensure finance are made aware of any contract / personnel changes so these can be updated on budgeting software.
18. Ensure auto enrolment into the pension scheme for all new starters in line with legislation, and manage auto-enrolment every three year

### **Budget Preparation (working with Senior Finance Manager)**

19. Maintain an accurate full list of staffing costs, expected incremental rises and changes for the academic year including average teacher costs and departmental costs.

### **Absence Management**

20. Effectively manage sickness absence, including management of the relationship with the School's Occupational Health advisors.
21. Ensure full record of staff absences are up to date and ready to be reviewed on a monthly basis and presented to the school Governors at all staffing committee meetings.
22. Provide accurate analysis of these records in line with absence management policy and procedure, identifying triggers, for review by the Business Director.
23. Provide alerts and organize absence management follow-ups, including informal and formal meetings.
24. Organize and lead sickness absence meetings/reviews in line with the Absence Management policy and procedure. Follow up any management plan put in place and ensure effective administration and communication for all cases.
25. Ensure all relevant absences are recorded in line with the absence policy and that return-to-work forms are tracked and completed.

### **Occupational Health and Welfare**

26. Recommend and manage as required Occupational Health referrals, including compilation of all associated documentation, using Camden's OH provider, identifying any follow-up once reports are received.
27. Support staff in obtaining special facilities and/or equipment necessary for their work, as required. Liaise with internal and external organizations as appropriate.
28. Carry out Staff surveys as directed by the Headteacher. Signpost the Employee Assistance Programme and other relevant support available to staff.

### **Records for internal and external use**

29. Ensure that the staffing data held on Bromcom is updated and maintained accordingly and arrange a yearly review of personnel data. Maximize HR functionality within Bromcom to enhance efficiency.
30. Ensure the Single Central Record is kept up to date on a real-time basis and conforms with good practice as agreed with the SLT. Refer any concerns to the Business Director, and ask for Headteacher risk assessments to be carried out where required
31. Provide accurate management information reports for the Business Director and governors, as appropriate
32. Manage and orchestrate the submission of the annual School Workforce Census on a yearly basis. Ensure that records on Bromcom are up to date and that the correct base data including pay scales are in place.
33. Complete staffing returns as required by Camden accurately and by deadlines.
34. Carry out the monthly ONS (Office for National Statistics) salary information return.
35. Work alongside the Senior Finance Manager sharing updated staff contract information for budgeting purposes.

### **Disciplinary/Grievance/ Capability meetings**

36. Support the Headteacher in the management of employee relations providing expert advice in line with school policies and procedures.
37. Liaise with the school's designated HR Consultants for advice and support in the management of all disciplinary, grievance and capability cases
38. Organize meetings within the appropriate timeframes including communications to all external parties that may be involved in employee relations issues (Governors, Unions, the school's designated HR Consultants, the LA legal and HR Teams).
39. Administer meeting invites and arrangements, be present at meetings to take notes and minutes and manage follow up including letters.
40. Liaise with the school's designated HR Consultants on all complex issues as and when required, for example best practice advice around redundancy, restructures, retirement etc.

### **Systems and Policies**

41. In conjunction with the LA, the Business Director and Governors, research, review and revise HR policies in accordance with new or changing legislation.
42. Update policies with legal changes and present these changes to the governors staffing committee for approval.
43. Proactively seek ways in which processes and systems can be streamlined to ensure a prompt and fit for purpose operational service to internal and external customers and drive efficiencies through HR.
44. Ensure that DBS checks and visas are renewed in within the agreed timeframes and that records for staff, visitors and external staff are maintained accurately on the Single central record and the DBS tracker used by the Admin team in reception.

### **Legal**

45. Coordinate meetings and provide appropriate documentation for any legal cases ensuring that all timelines are followed.
46. Seek guidance externally - where and when required.

### **Line Management**

47. Line management responsibility for the HR and CPD Assistant, providing regular and constructive formal and informal feedback on performance, identifying opportunities for development, allocating and supervising work on a daily basis and ensuring agreed standards are met and procedures followed.

*The duties on this list may vary from time to time as required by the Headteacher, without changing their general character or level of responsibility.*

## Person Specification

	Essential	Desirable
<b>Experience and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Significant HR experience (3+ years) across the employee life cycle</li> </ul>	E	
<ul style="list-style-type: none"> <li>• CIPD qualified (Level 5) or equivalent experience, with evidence of professional development over the past 3 years</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of working with, supporting and advising senior staff</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of working in schools and of working with school data systems</li> </ul>		D
<ul style="list-style-type: none"> <li>• Understanding of the Single Central Record</li> </ul>		D
<ul style="list-style-type: none"> <li>• Safer Recruitment trained</li> </ul>		D
<b>Skills, Knowledge and abilities</b>		
<ul style="list-style-type: none"> <li>• High standard of general education, minimum A Level, including strong literacy and math's skills</li> </ul>	E	
<ul style="list-style-type: none"> <li>• The ability to balance strategic thinking with operational delivery</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Works confidentially and with discretion, good judgement and initiative, handling sensitive personal situations appropriately.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Up to date knowledge of employment legislation and HR best practice</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Excellent ICT skills including Microsoft Office, especially Word and Excel, as well as Microsoft Teams</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Strong organizational skills to plan and manage own workload with the flexibility to adapt to changing demands</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to deal with difficult and sensitive situations in a diplomatic and professional manner.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Have excellent interpersonal skills as well as verbal and written communication skills</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Demonstrate high level management skills</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to work under pressure, role model resilience and ensure that deadlines are met.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to maintain accurate records and filing systems, introducing digital processes and streamlining workload, with excellent attention to detail</li> </ul>	E	
<ul style="list-style-type: none"> <li>• A strong team player, able to build strong working relationships with internal and external parties by dealing calmly, professionally, and effectively with staff at all levels</li> </ul>	E	