# Bear Badge

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| **Shipston High School** | **Job Description** |
| **Post Title** | **HR Manager** |
| **GRADE** | Grade K – Term Time plus 4 weeks (£36,648 – £39,186 Full time all year round salary to be pro rata’d for hours and weeks worked.) |
| **HOURS** | Part time, 15-20 hours per week  Hours of work: can be flexible to suit candidate  (1/2 hour unpaid lunch break daily) |

*Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*

**Job Purpose**:

* Provide an effective & efficient HR service to the school.
* Responsible for day-to-day HR processes including recruitment, performance management, absence management, complex employee relations, casework, including dispute resolution and disciplinary procedures.
* Delivering a robust HR service and ensure that the School adheres to statutory HR requirements.

**Responsibilities**

* **Single Central Record (SCR);** Assist the Business Manager with maintenance of the SCR in line with OFSTED & KCSIE requirements for staff, governors, casual hours staff (e.g. invigilators), external visitors (contractors, sports coaches, peri teachers) etc.
* **School Workforce Census (SWF);** maintenance & input of staff personnel information on the School MIS in line with the School Workforce census. Review the draft SWF census.
* **Recruitment;** Facilitate the recruitment process from start to finish including
  + Drawing up of job descriptions, person specifications and job adverts
  + Placing adverts on internal & external websites and with recruitment agencies
  + Assist the admin team with coordination of shortlists and interviews
  + In conjunction with the Business Manager, ensure offer letters are drawn up and contract details are entered into the external HR and Payroll portal, issue contracts when received and track responses
  + Process Work permit applications in line with the Home Office regulations
  + All pre-employment checks completed & logged, Business Manager kept briefed as to status of applicant
* **DBS;** ensure DBS checks for staff are completed in a timely manner. Ensure DBS checks are carried out to the requirements of KCSIE e.g. contractors, continuous employment, physical sight of photo ID & DBS etc.
* **Induction;** Induction materials for new staff, collate completed checklists and keep accurate logs. Ensure all new starters are informed of policies & procedures. Ensure new staff details are recorded on internal systems, that they are provided with the correct access rights, provide an induction checklist to Line Manager, and sign off once completed.
* **Probation;** diarise end of probation period and issue probation paperwork to Line Managers when due, collate responses & confirm in writing outcome to the member of staff. Liaise with the new member of staff during the first weeks of their employment, arrange interim settling in meetings.
* **Personnel Records;** maintain up to date staff personnel physical & electronic files.
* **Leavers;** ensure documents, ID cards, keys and equipment are returned from staff leavers. Update SIMS records.
* **Payroll input;** act as backup to Business Manager for input of contractual data into the payroll portal,
* **Performance Management;** to assist The Deputy Head teacher with the annual appraisal process, ensuring forms are sent out at the appropriate time, collate replies, and keep accurate logs. Prepare a report of staff eligible for increment ahead of the Governor Pay & Performance committee.
* **Staff Training;** Log & maintain record of employees Continued Professional Development (CPD) training courses as requested, including statutory training for new starters. Support with the set-up of staff training events in school.
* **Absence Management;** 
  + To contribute to the review and development of the staff absence management policy and procedure.
  + To implement and maintain an effective absence monitoring system, for both short and long-term staff absence Initiating the Absence Management Policy procedures for staff whose absence hits the stated triggers.
  + To implement and maintain an effective monitoring system for non-sickness related absences.
  + To produce high quality standard letters during the absence management stages.
  + Preparing case information and supporting the absence management process, such as occupational health referrals.
  + Responsible for inputting absences onto the payroll system, self-certification, effects on pay and return to work interviews.
  + To escalate more complex absence cases or health concerns to the Business Manager as required.
  + Provide termly summarised all-staff absence data to the Business Manager & Head teacher.
* **Risk Assessments;** ensure Risk Assessments are completed with affected member of staff e.g. pregnant staff, lone workers etc.
* **Queries;** Answer queries from staff, the senior leadership team & external auditors regarding HR files & processes
* **References;** Coordinate the provision of references for staff who have left the school’s employment, populate data from their HR record in line with the Equality Act
* **HR Meetings;** assist in HR related meetings in accordance with School policies, taking notes during meetings
* **Employment Law;** to research and where necessary liaise with the external legal and HR management team (under the guidance of the Business Manager or Head Teacher) in respect of employment law. Attend training sessions & ensure SLT are briefed on any changes.
* Other tasks as directed by the Business Manager or Head teacher

**All School Staff**

* Participate in training, other learning activities and performance development (including annual performance appraisal), as required
* Be aware of and comply with policies & procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person
* Contribute to the overall ethos, working and aims of Shipston High School
* Whilst every effort has been made to explain the main duties & responsibilities of the post, each individual task undertaken may not have been identified, so this list is not exhaustive. The role will involve other duties that are commensurate with responsibilities and grade of the post

**PERSON SPECIFICATION**

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| ATTRIBUTES | JOB REQUIREMENTS | For recruitment use only |
| KNOWLEDGE | * Good standard of English & Maths * CIPD Level 3 or equivalent relevant experience minimum |  |
| SKILLS &  ABILITIES | * Excellent IT skills in Microsoft Word, Excel, Power Point, Publisher * Knowledge of HR processes such as recruitment, absence management and probationary periods * Ability to build effective working relationships * Ability to support and challenge colleagues at all levels * Ability to work calmly and effectively under pressure and meet tight deadlines * Self-motivated and self-confident * Able to demonstrate reliability, integrity resilience and tenacity * Excellent interpersonal and communication skills |  |
| EXPERIENCE | * Good basic education, sufficient to enable the construction of clear and accurate oral and written reports. Further professional/educational qualifications, e.g. certificate, diploma, degree level(Desirable) * Experience of managing disputes and sensitive casework. * Working in an education environment, preferably in a secondary school setting (Desirable) * Evidence of working with recruitment processes and procedures * Evidence of working as an HR advisor/Manager in a busy office at supervisory level * Evidence ability to work under pressure and delivery of HR key performance indicators * Illustrate the ability to plan, manage and organise own workload * Demonstrate an understanding of Data Protection and the need for confidentiality in dealing with HR issues * Demonstrate commitment to promoting equality in the workplace |  |

**Responsible to: The School Business Manager**

HR Manager JD/PS: April 2024