



SOUTHFIELDS ACADEMY

Job Title: Human Resources Manager

Reporting to: Headteacher

Full-time, all year round

Main Purpose of the Post:

- In this pivotal HR role, you will support the staff who support our students every day. This is a great opportunity for someone with a solid foundation in HR, ready to make your mark as a trusted partner, working closely with the Headteacher, school leaders and teaching staff.
- Provide expert support on day-to-day people-related matters, helping to foster a positive and inclusive workplace where staff feel supported, valued, and empowered.
- Ensure HR policies remain up to date and legally compliant, offering clear, practical guidance to managers and employees.
- Promote consistent, fair treatment of staff by embedding best practices and reducing potential legal and employee relations risks.

Key Responsibilities:

- Strategic development of HR activities to implement structure and procedures to improve the HR function and its' efficiency.
- Provide practical and advisory support for leaders and managers of personnel to ensure best practices in procedures are adhered to and that high expectations are maintained in probation, induction and performance management.
- Lead and manage the recruitment of all staff ensuring selection practices are in accordance with safer recruitment guidelines, employment legislation and equal opportunities.
- Take responsibility for the management of HR casework, including sickness management, disciplinaries, grievances, capabilities and redundancies.
- Support the Deputy Headteacher in promoting staff well-being and oversee any external provision related to staff well-being.

Key tasks and duties:

Whether you're supporting recruitment, resolving people queries, advising on policy, or guiding a line manager through a sensitive issue - you'll be hands-on, thoughtful, and ready to roll up your sleeves. You'll also know when to escalate appropriately or seek advice to ensure the best outcomes for staff and students. Your responsibilities include:

- Be a first point of contact for staff and leaders, offering professional, approachable advice and guidance on a wide range of HR matters.
- Build trusted relationships - our go-to advisor who listens well and gives grounded, clear guidance.
- Work closely with the Headteacher to support and promote staff wellbeing, reflecting our commitment to placing the wellbeing of our team at the heart of everything we do.
- Lead and support recruitment and onboarding (including preparing contracts and payroll onboarding), ensuring a smooth and compliant process that reflects our commitment to safer recruitment.
- Manage the employee lifecycle with precision - from new starter documentation, onboarding, payroll changes, probation reviews, performance management to contract updates and leaver off-boarding processes.
- Oversee staff attendance, punctuality, and leave, ensuring accurate records and follow-up where needed.
- Provide HR support to school leaders on staff conduct, including capability, disciplinary and casework processes.
- Guide our line managers through employee relations matters, supporting with timely documentation and advice.
- Manage flexible working requests and contract variations in line with school policy and operational needs.
- Keep HR operations running smoothly by being highly organised, methodical and proactive in managing multiple tasks and priorities.
- Lead and oversee the HR administration to ensure efficient and accurate handling of recruitment, onboarding, pre-employment checks, staff inductions, probation monitoring, and access management (ID cards, fobs, IT systems).
- Handle sensitive and confidential matters with the utmost care, professionalism, and discretion.
- Ensure compliance with safeguarding requirements and HR policies, maintaining accurate records including the Single Central Record (SCR), staff data for the school census, and payroll documentation.
- Maintain accurate, secure HR records and files in line with GDPR compliance.
- Maintain our staff handbook and HR documentation and guidelines, ensuring they are legally compliant and reflect our culture.

GENERAL DUTIES:

All staff are expected to:

1. Work towards and support the Academy vision and the current Academy objectives.
2. Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
3. Work within the Academy's Equality policy to promote equality of opportunity for all students and staff, both current and prospective.

4. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
5. Engage actively in the performance review process.
6. Undertake other reasonable duties related to the job and Academy purpose commensurate with the post.

Additional Duties:

1. To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:

Postholder Name

HT/Senior Line Manager Name

Date

PERSON SPECIFICATION

HR Manager

1. QUALIFICATIONS

- Relevant CIPD Level 7, or, equivalent
- Educated to degree level

2. KNOWLEDGE AND SKILLS

Personal Qualities

You will be someone who brings integrity and empathy to their work - who is not only technically capable, but who fits well within our collaborative school culture. You should be:

- Approachable and trustworthy – someone staff feel comfortable turning to.
 - Discreet and respectful – especially when handling sensitive issues or confidential data.
 - Resilient and adaptable – able to stay focused in a busy working environment.
 - A strong communicator – clear, compassionate, and professional in all interactions.
 - Naturally organised – able to juggle multiple priorities without dropping the detail.
 - Solution-oriented – with a calm, pragmatic approach to problem-solving.
 - Committed to inclusion and wellbeing – reflecting the values of Southfields Academy.
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- Ability to devise, implement and evaluate administrative systems and procedures
 - Excellent ICT skills
 - Good analytical skills
 - Ability to work on own initiative, make informed decisions when necessary and take responsibility for these
 - Excellent interpersonal skills in particular communication skills (both oral and written)
 - Keep abreast of HR developments in education and more widely.
 - Research HR solutions and maintain a current knowledge of union issues related to Academy staff.
 - Maintain confidentiality
 - Ability to manage workload, meet deadlines and work well under pressure
 - Attention to detail
 - Ability to respond flexibly to changing needs as they arise
 - A proactive approach to the role
 - A commitment to safeguarding and promoting the welfare of children.
 - Understanding of and ability to implement the Academy's Equal Opportunities policy.

3. EXPERIENCE

- Five years' experience in a senior H.R. role
- Experience of supervising/managing staff

- Experience in the line management of staff, including performance management and continuous professional development.
- Experience with case work
- Experience in working in a school setting