

Job Description:	- HR Manager
Pay and Scale:	- Grade I
Hours Per Week:	- 37 hours
Weeks Per Annum:	- 42
Responsible to:	- Responsible to the Headteacher in the first instance.

The HR manager will be responsible for overseeing and coordinating recruitment and performance management processes and advising staff and leaders on HR policies and requirements. They will also monitor and review the school's HR strategy. Professional HR support is provided by Torbay Council's HR Team who provide advice and consultancy.

Duties and responsibilities

Leadership, management and advice

- Provide advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law. Co-ordinate appropriate external legal or professional advice where required including from Torbay Council HR Team
- Monitor and review the school's HR strategy, ensuring it meets the school's long-term needs and goals
- Develop and implement a workforce plan for the school, including identifying skills gaps and assisting with financial modelling of staff deployment options
- Monitor and review the school's HR policies and procedures
- Manage the school's use of external HR providers and services, ensuring the quality of the provision is high and the school receives value for money
- Manage the school's HR information system (SIMS), generating reports, and considering future developments
- Manage and update school HR documents, including HR forms and the staff handbook
- Lead on implementing organisational change, such as restructuring, redundancy and TUPE
- Assist with disciplinary and grievance procedures, as necessary

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Preparing material for interviews, including collating interview questions and developing tasks
- Ensure safer recruitment procedures are followed

Safeguarding and record keeping

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements

- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Ensure Safer Recruitment procedures are in place for staff, governors, volunteers and third party workers. Maintain the school's Single Central Record, working with the Safeguarding Governor and Designated Safeguarding Lead. Provide information for Local Authority Safeguarding audits.
- GDPR. Ensure that HR records and processes conform to school Data Protection policies. Respond to enquiries under GDPR and FOI.
- Member of the H&S Committee. Provide access to information and assessment for DSE Users. Arrange and monitor competence certification of school minibuses drivers.

Performance management, staff training, pay and conditions

- Line manage HR staff, including taking responsibility for their professional development
- Co-ordinate the school's professional development programme, working closely with staff to ensure that needs are prioritised and addressed, and that accurate records of training are kept
- Work with other school leaders to develop an appropriate benefits and rewards package for each role across the school
- Advise line managers on continuous professional development options to address relevant staff needs
- Update staffing information as necessary to support with the school's payroll operations and liaise with Torbay Council Payroll Team
- Liaise with Torbay Council, Teachers' Pensions and the LGPS scheme administrator. Contribute to the school's LGPS Discretions Policy. Submit data to The Pensions Regulator, liaise with Torbay Council Pension Team and provide information to staff
- Ensure effective administration of staff contracts, maintaining records and liaising with the Headteacher and Director of Finance.

Staff engagement and wellbeing

- Monitor and review the approach to absence management, ensuring support is in place to reduce the risk of long-term absence, including making referrals to Occupational Health
- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the school's approach and responsibilities
- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate

The HR manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	A relevant HR qualification such as a CIPD qualification A minimum of GCSEs in English and Mathematics
Experience	Experience working in an HR department at a senior level Developing, managing and operating HR systems Working with senior stakeholders Experience working in the education sector Line management experience
Skills and knowledge	Excellent knowledge of employment law and safer recruitment requirements Good knowledge of the conditions of service in the Burgundy and Green Book Understanding of data protection and confidentiality Excellent attention to detail Effective communication and interpersonal skills Excellent time management Ability to build effective working relationships with staff and other stakeholders Ability to use IT packages including word processing, spreadsheets. Experience of an HR information management systems would be an advantage.
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all students Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2022

Next review date: June 2024