

WILLIAM FARR CHURCH OF ENGLAND COMPREHENSIVE SCHOOL

JOB DESCRIPTION

JOB TITLE:	HR Manager
POST HOLDER:	
GRADE:	WFPS 8
REPORTS TO:	School Business Leader
Hours Worked Per Week:	37
Weeks Worked Per Year:	52
Weeks Paid Per Year:	52

1.	PURPOSE OF JOB: <ul style="list-style-type: none">▪ To provide pro-active advice on all aspects of HR management to the Senior Leadership Team (SLT), and when requested the Governing Body.▪ To ensure the school meets its statutory employment and equality obligations and to advise on all matters of relevant HR policies, administration and employment law.▪ To provide a confidential and support service to Teaching and Support Staff on all aspects of HR management.▪ To act as a role model for HR, remaining flexible, positive and open to change.▪ To build up the trust of staff by consistently giving carefully thought through guidance and information.▪ To help ensure that the school policies, procedures, and protocols are in line with and support the strategic objectives of the school.
2.	MAIN RESPONSIBILITIES
i	To pro-actively lead on all statutory and DfE guidance on HR, staffing and equality obligations including HR policies, administration and employment law: <ul style="list-style-type: none">• To be responsible for advising the SLT on implications of new employment related legislation and introducing new procedures ensuring that effective and appropriate HR policies and procedures are in place and approved by the Governing Body which meet legal requirements, DfE guidance, best practice and organisational objectives.• Update relevant school policies in line with national guidance, ensuring all policies are reviewed in line with an agreed timetable.• To undertake/advise on project/case work as directed by the Headteacher, School Business Leader or SLT.• To help ensure William Farr remains an employer of choice
ii	To provide when required accurate and focused guidance and information to staff on all employment issues in line with school policies and legal requirements. E.g., face to face meetings, telephone conversations and responding to all HR queries
iii	To co-ordinate and lead on ongoing HR issues including the recruitment and appointment process of new staff, including Safer Recruitment trained to sit on interview panels. Recruitment: <ul style="list-style-type: none">• To be responsible for leading a robust recruitment process.

		<ul style="list-style-type: none"> To write and review job descriptions and person specifications as appropriate and in conjunction with the SLT and appropriate line managers. To create advertising campaigns appropriate to the roles available. To screen candidates to include collation of job applications for shortlisting, arranging interview schedules and managing the interview process, ensuring compliance at all stages of the recruitment process. To write letters of appointment and to provide any associated documentation during the employment life cycle of the member of staff. To lead and manage the induction process for all new staff at all levels to ensure all regulations are met. To ensure safer recruitment training requirements are met for all interviewers. To arrange interview schedules and manage the interview process, ensuring compliance with safer recruitment guidelines at all stages of the recruitment process. To lead and manage the induction process for all new staff at all levels to ensure all regulations are met.
	iv	To co-ordinate and lead on ongoing HR issues including changes to contracts, holiday entitlements, staff (teaching and support) eligible for progression and resignations of staff
	v	To submit to Payroll all relevant documentation.
		<ul style="list-style-type: none"> Overseeing the contracted payroll service provided for all School staff, including ensuring that related issues arising are dealt with to satisfactory outcomes.
	vi	To process in a timely manner staff claim forms and submit to Payroll at the end of each calendar month, filing copies of same.
	vii	To preview pay slips from Payroll, calculating and checking known salary adjustments and overtime claims prior to the monthly salary run. To liaise with Payroll over any identified discrepancies and validate the final salary run.
		<ul style="list-style-type: none"> To provide a monthly review of the cost of staff wages and a monthly yearly projection. Responsible for compiling teaching and support staff budgets. To identify changes in the staffing budget
	viii	To have overall responsibility for the creation of all documentation including letters and employment contracts for staff with regards to all HR issues and our statutory obligations.
	ix	To manage communications to staff and monitor the timescales during maternity/paternity/family/special leave including returning to work meetings, keeping in touch days, changes including updates in legislation.
	x	To work with the Senior Leadership Team to pro-actively lead and manage the Absence Management Policy, including sickness absence, return to work interviews, monitoring trends, liaising with the school OH provider and producing reports as requested.
	xi	To pro-actively work to ensure that the Wellbeing of staff remains a priority and engage with the Mental Health and Wellbeing team
	xii	To maintain paper copies of staff personal contracts and returns of Acceptable Use Policy and Safeguarding Records from staff.

xiii	To lead, provide advice and administrative support on safeguarding training (6-year LCSB), new staff induction, Newly Qualified Teachers Forms, Threshold applications and documentation (Teachers), Performance Management (Teachers) and Appraisal (Support Staff) systems. To lead one new staff induction session annually.
xiv	To provide staffing and training information to the SLT and Governing Body meetings as requested with recommendations for any changes or improvements. e.g., absence figures, employee profile, staffing reports.
	<ul style="list-style-type: none"> Prepare and present reports to the governing body attending three meetings per year and present these reports to the SLT in advance for ratification. N.B. these meetings are held during the evening
xv	To maintain staff personnel files and advise on the legal requirement of content to be fully in one with our statutory and DfE obligations.
xvi	<p>To ensure and maintain accurate staff record keeping and administration to support the HR function within the school:</p> <ul style="list-style-type: none"> Records are in electronic format, including Bromcom The OFSTED Single Central Register is accurate and up to date To maintain necessary documentation for employment and pay. To be responsible for maintaining the staff database including changes to conditions, leave entitlements, review dates of staff probation etc. To manage the HR section of the staff handbook. To ensure safeguarding records are kept up to date (Single Central Record) To be responsible for the maintenance of confidential staff records and to ensure that they are held confidentially
xvii	To respond to outside agencies in line with our GDPR obligations requesting confidential information regarding staff salaries for property purchasing/letting purposes.
xviii	To update and maintain information in the Fire Box and the Critical Incident Box.
xix	To correct errors in the HR sections of the Annual School Workforce Census required by DfE, e.g. on contracts, absences, holidays.
xx	<p>To carry out and ensure our Single Central Record / DBS and Safeguarding requirements and obligations are met and are in line with the school policy.</p> <ul style="list-style-type: none"> To ensure Single Central Records for academies within the school are kept up to date. To ensure DBS checks are in place for all adults working with our students, including but not limited to staff, supply staff, volunteers, governors and members. To keep up to date with legislation and guidance regarding the Single Central Record and DBS checks for all adults working or volunteering in the school.
xxi	To make recommendations for referral to the School Occupational Health provider, to arrange meetings with staff as required, collect reports and disseminate to the appropriate member of SLT.
xxii	To ensure job descriptions are reviewed, remain relevant, kept updated and stored electronically.

	xxiii	To ensure the year EOYC process is completed accurately.
	xxiv	To undertake/advise on project/case work as directed. E.g., appeals, disciplinary meetings, structure changes, redundancies etc.
	xxv	To participate in confidential HR meetings in an advisory capacity as when required.
	xxvi	To keep good relations with and undertake communications, negotiations and liaisons with external bodies such as Legal Services, Professional Associations and Trade Unions as/when required.
	xxvii	To maintain the integrity of all HR systems, ensuring information is entered and amended accurately.
	xxviii	To be on call to administer first aid on staff and pupils as required.
	xxix	To be proactive in working with colleagues to identify areas where HR systems and practices can be made more efficient and streamlined to ensure 'best value' at all times. This includes a weekly meeting with the Headteacher, advising the SLT and Governing Body at meetings. Develop and maintain working relationships with other external professionals.
	xxx	Any other duties that may be required within the general scope/level of the post.
3.	MANAGEMENT OF PEOPLE Responsible for all HR matters which arise when dealing with staff (220+)	
	SUPERVISION OF PEOPLE No direct supervision	
4.	CREATIVITY AND INNOVATION <ul style="list-style-type: none"> • Provide creative solutions to staff issues, which will require a different approach, and which may be of a difficult/sensitive nature. Such a role is carried out without referral to the Senior Leadership Team. This work requires creative and innovative input into many diverse subjects and a considerable range of expertise. The implications across the school of making mistakes is considerable and far reaching, including potential legal action and reputational damage. • Recommend improvements to HR systems, policies, procedures, and protocols. • Evaluate evidence and prepare presentations for hearings/appeals. • Identify ways of presenting information, i.e., reports, minutes, data, presentations, to achieve maximum effect. 	
5.	CONTACTS AND RELATIONSHIPS Contact with Headteacher, Senior Leadership Team, all employees at the school, Occupational Health, Payroll providers and outside agencies. Complex situations and contentious matters may require support, persuasion and sensitivity. e.g., staff unhappy with contracts, working hours and appraisal reviews. <ul style="list-style-type: none"> • Presenting recommendations for changes to policies to SLT and Governing Body. Managing the implementation of changes to policies through the appropriate channels which may include consultation and negotiation with trade unions.	

6.	<p>DECISIONS</p> <ul style="list-style-type: none"> Continual monitoring and evaluating important HR policies in line with current employment law and best practice.
	<p>a) Discretion</p> <ul style="list-style-type: none"> Decisions can be made independently and unsupervised within working practices guidelines. Discretion when tasks can be carried out through organisation of workload. Respond to queries that have been referred up, ensuring responses are in line with School policies and procedures. Decide on the content of letters/reports to staff. Advise managers on an appropriate course of action when supporting any project/case work that has been allocated and in relation to references and safer recruitment. Make decisions regarding workload prioritisation and decide when to seek advice. Determine appropriate methods of obtaining/collating information. Store confidential information relating to staff.
	<p>b) Consequences</p> <ul style="list-style-type: none"> A vital part of this role is that deadlines are met. Incorrect payroll, contracts and advice would have a major implication on the quality of life of all employees and affect the reputation and efficiency of the school. Incorrect staffing budget would have a major implication on the running and sustainability of the school.
7.	<p>RESOURCES</p> <ul style="list-style-type: none"> Maintenance and security of all HR records systems (220+ staff) Safer recruitment checks, Single Central Record and safekeeping of documents for new appointments.
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <ul style="list-style-type: none"> Meeting various deadlines, e.g. payroll, a timely response to phone calls and e-mails, correspondence to ensure adherence to fixed deadlines contained within the policies and procedures of the school. Post holder will need to re-prioritise on a regular basis in order to manage workload effectively and respond to changing demands and continuous interruptions on a daily basis, e.g., requests from SLT, Line Managers, Support and Teaching Staff.
	<p>b) Physical Demands</p> <p>The post holder will spend prolonged periods of time sitting at a computer.</p>
	<p>c) Working Conditions</p> <p>Office environment.</p>

	<p>d) Work Context</p> <p>Matters may be contentious, and some contacts may be concerned or distressed.</p>
9.	<p>PERSON SPECIFICATION</p> <p>Qualifications</p> <ul style="list-style-type: none"> • CIPD Level 5 <u>or</u> equivalent experience in a role that requires you to undertake operational HR work. <p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Experience of HR within an educational setting and a working knowledge and understanding of school terms and conditions of service. • Experience of successful working, consultation and negotiation with Trade Union representatives. • Experience of dealing with colleagues in a professional, polite and proactive manner and maintaining confidentiality. <ul style="list-style-type: none"> • Working knowledge of employment law and recommended good practice • A strong knowledge and understanding of the General Data Protection Regulation and a willingness and commitment to ensure compliance with this regulation and any associated data-related legislation. • Experience of using complex word, spreadsheets and databases and ability to process payroll and contractual HR documentation. • An understanding of the importance of safeguarding and promoting pupil wellbeing. • To understand and be able to help deliver the school vision. <p>Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to relate to a wide range of audiences. • Ability to work strategically, and to seek, recommend and implement HR solutions and improvements creatively. • Strong presentation skills (verbal and written). • Able to work to multiple deadlines and prioritise workloads. • Able to work independently as well as being an effective team member. <ul style="list-style-type: none"> • Effective report preparation and recording skills. • Ability to analyse, interpret and present data. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Professional, confident, team player and self-motivated with a can-do attitude. • Excellent communication, persuasive, and interpersonal skills. • Excellent attention to detail with a high level of accuracy. • Maintains a high level of confidentiality and discretion at all times. • Demonstrates effective listening and inquiry skills. • Demonstrates tact, diplomacy and an understanding of staff needs. • The post holder is required to undertake work of a complex nature which requires advanced level knowledge and skills across a range of specialist disciplines. These are applied to operational and strategic issues. • Ability to relate well to children and adults.

	<ul style="list-style-type: none"> • Commitment to own CPD. • To understand and promote the school's ethos and values.
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10	GENERAL
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Job Evaluation
 This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme.

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.

Equal Opportunities
 The post holder is required to carry out the duties in accordance with the School's Equal Opportunities policies.

Health and Safety
 The post holder's duties should be carried out in accordance with the school's Health and Safety policy.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]	S Alcock		9 May 2022
Job Description agreed by: [Post holder]