

JOB DESCRIPTION – HR Manager

Hours of work: 37 hours per week / 52 weeks per year (term time plus may also be considered)

Salary Scale: SO1/SO2 £28,226 - £32,798

Line Manager: Principal/Trust HR Manager

The post holder will be based at Comberton Village College but will occasionally be expected to travel to other schools within the Trust for training events, team meetings or other events.

Job Content

The post holder is responsible for:

- All aspects of the school's HR function to Comberton Village College, including that of its extended facilities including Comberton Sports and Arts Centre and Adult Community Education.
- Ensuring safer recruitment legislation is adhered to when advertising, interviewing and offering roles to candidates, including right to work and enhanced DBS checks.
- Ensuring the Single Central Record is managed and maintained and inspection ready.
- Liaising with the Finance Manager to complete monthly payroll submission in a timely and accurate manner.
- Line management of HR Assistant and HR Apprentice.
- Reporting and monitoring of management information to identify areas of improvement within the school including turnover, sickness absence figures, performance management, employee relations cases, vacancy & establishment figures.
- Supporting and advising managers with employee relations issues (absence, low level conduct and disciplinary issues, resolution of grievance/ conflicts)

Duties and Responsibilities

The post holder is responsible for a variety of operational HR and clerical/administrative duties to ensure the smooth running of the HR department at Comberton Village College ensuring timely processing of information and accurate electronic and paper-based records are maintained. The post involves liaison with key stakeholders including EPM (Payroll provider), LGPS and Teachers Pensions.

Operational

- Process all aspects of recruitment for teaching staff, support staff, and non-contracted staff including arranging appropriate advertising, shortlisting, making all arrangements for interviews and production of appropriate documentation for successful candidates including offer letters, contracts of employment and changes to contracts
- Fulfil the requirements of all safer recruitment legislation, including enhanced DBS checks, vetting and barring checks for all staff, volunteers and external employers, where required.
- Ensure all checks are undertaken relating to right to work status. Where appropriate oversee the correct registration, immigration and sponsorship processes are followed including liaison with all relevant parties as necessary (e.g. Home Office/UK Borders Agency)
- Ensure that required training is completed including Safeguarding / Prevent, GDPR and cyber security is recorded in correct database.

- Lead on the monthly production of the payroll for all staff; liaising with the Finance Manager, keeping accurate records of any monthly amendments, including contract, salary and pension information, starters, leavers and timesheets/overtime claims. Entering monthly amendments on our payroll provider portal.
- Supporting and advising managers with employee relations issues (absence, low level conduct and disciplinary issues, resolution of grievance/ conflicts)
- Oversee long term absences including OH referrals, return to work interviews, advising payroll of any salary adjustments that need to be made.
- Have an understanding of HR policies, e.g. discipline, grievance, capability, redundancy, absence monitoring and equality schemes and how to support managers in the implementation of the policies.
- Offering HR support to staff as required and in times of need and referring onto Occupational Health / Counsellors as and when felt necessary.

Administrative

- Maintain the Single Central Record ensuring that it is inspection ready including arranging QA audits by the Principal and Governors as required.
- Assist the Data Manager in the completion of the annual Workforce Census and any monthly, quarterly, annual surveys as required
- Set up and maintain all personnel records and filing systems
- Maintain accurate records of salaries, sickness absence and other relevant information
- Ensure that salary statements are completed and issued to all staff
- Provide the College's Staff Induction checklist to line managers on recruitment of new members of staff
- Ensure that support staff Probationary meetings are recorded, completed and held on a timely manner
- Provide up-to-date staff list for inclusion in the Staff Handbook
- Liaise with Teachers' Pension Scheme and Local Government Pension Scheme as required; ensuring an understanding of the College's responsibilities under both schemes including auto enrolment and re-enrolment requirements
- Ensure that Progresso (MIS) information is kept up to date
- Ensure that relevant risk assessments are completed and reviewed as and when required for pregnant or vulnerable members of staff.
- Keep up to date with employment law changes

General

- Undertake any other duties of an appropriate level and nature as directed by Principal.
- Report any welfare and/or child protection concerns in accordance with Academy policies.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure compliance with Data Protection regulations.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the College ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder shall uphold the College's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the College's Performance Management scheme.