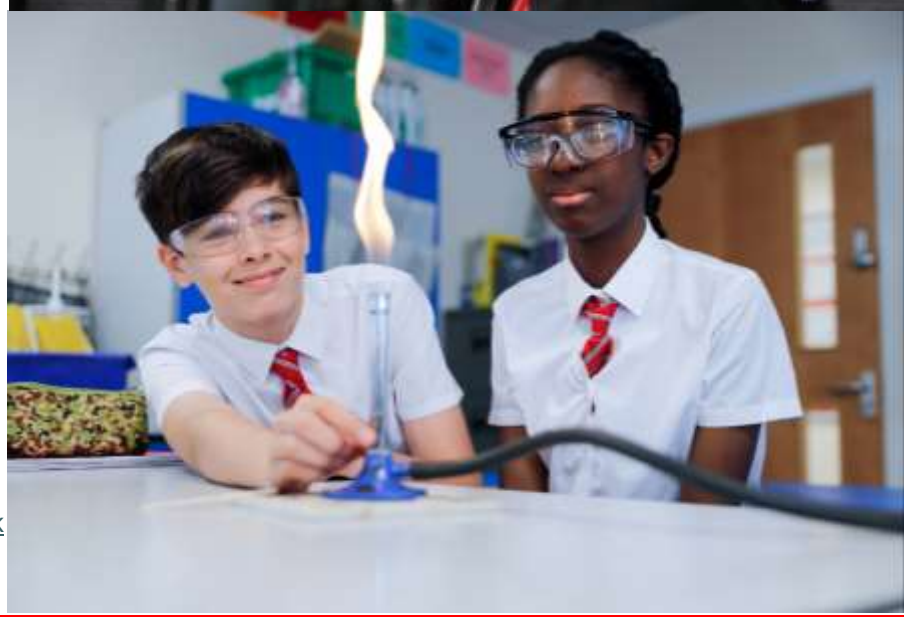
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)

RECRUITMENT PACK

HR MANAGER



Tel: 020 8270 4200
Website: www.robertclack.co.uk
Email: office@robertclack.co.uk
Recruitment queries: eselvon@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher

The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: Non-Teaching Vacancies (robertclack.co.uk)

Please submit completed applications by e-mail to: eselvon@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an Application Form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4197 or via the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Note:
Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 9am on Monday 13 April 2026.

Interviews to be held: To be confirmed, during April/May 2026.

Commencement date in post for successful candidate: June/July 2026.

Advertisement

HR Manager

SALARY: Scale PO5 (exact salary: £49,941 - £52,935 per annum)
Please note that for an exceptional candidate, Scale PO6 is available at an exact salary of £51,924 - £54,924 per annum

APPOINTMENT: 35 hours per week, 8.00am-4.00pm, Monday to Friday, term-time only plus 4 weeks.

We are seeking an experienced, proactive, and strategically minded HR Manager to lead and develop the HR provision across our three-site, all-through school. As our organisation continues to expand, this senior position will play a pivotal role in shaping and supporting a growing workforce and will contribute significantly to the school's long-term people strategy.

Based primarily at one site, with flexibility to operate across all locations as required, you will act as the school's lead HR professional, providing high-level guidance, management oversight, and operational assurance in all areas of Human Resources.

About the Role:

The HR Manager will take a strategic and advisory approach while ensuring the effective delivery of core HR operations. Key areas of responsibility include:

- Leading and overseeing the full employee lifecycle, including contractual administration, recruitment and retention, onboarding, and workforce planning.
- Providing high-level advice to senior leaders on employee relations, performance management, capability, disciplinary, absence, grievance, and staff well-being.
- Ensuring full compliance with employment legislation, safeguarding requirements, statutory reporting, and best practice in HR management.
- Maintaining oversight of the Single Central Record, School Workforce Census, and all staff records, ensuring accuracy, security, and regulatory compliance.
- Supporting and advising the Senior Leadership Team on emerging HR issues, policy development, and organisational improvements.
- Line management of the HR Administration Assistant, providing leadership, direction, and professional development.

The successful postholder will be line managed by the School Business Manager, working closely with them to ensure the HR function effectively aligns with the school's strategic aims, operational needs, and commitment to excellence in staff support.

The Successful Candidate Will Demonstrate:

- Strong HR expertise and experience, ideally within an educational or public-sector environment.
- High-level written and verbal communication skills, with the ability to influence, advise, and work confidently with colleagues at all levels.
- Excellent organisational and analytical abilities, with the capacity to prioritise within a demanding and fast-paced environment.
- A commitment to confidentiality, professionalism, teamwork, and the highest standards of service.
- Flexibility, resilience, and a calm, solutions-focused approach.
- Relevant qualifications as detailed in the person specification.
- An understanding of and alignment with our vision as a school at the heart of its community.

Experience within an educational setting is desirable, but not essential where candidates can evidence strong, transferable HR leadership skills.

Job Description

Job Title:	HR Manager
Working Hours:	Full-time, 35 hours per week, term time only plus 4 weeks.
Department:	Support Staff
School:	Robert Clack School (role: not site-specific)
Reports to:	School Business Manager
Responsible for:	1 x HR Administration Assistant
Number of Posts Supervised/Managed:	1

1. Purpose of the Job:

The HR Manager provides strategic leadership and operational oversight of the school's Human Resources function, ensuring all employment practices align with the school's vision, values, and long-term workforce needs. The post holder acts as the principal adviser to the Senior Leadership Team on all staffing and HR matters, offering expert, evidence-based guidance to support effective decision-making.

This role leads HR strategy, policy development, safer recruitment, staff performance management processes, workforce planning, attendance management, and staff development. The HR Manager ensures legal compliance, supports a positive staff culture, drives organisational effectiveness, and delivers a high-quality, efficient HR service across the school.

The post also provides day-to-day leadership of the HR Administration Assistant, ensuring strong performance, professional standards, and excellent service delivery.

2. Main Responsibilities

2.1 Strategic Leadership and Workforce Planning

- Support and promote the aims, values, and objectives of the school through effective HR leadership.
- Work with the Senior Leadership Team (SLT) to develop and implement a clear HR vision and long-term workforce strategy.
- Provide strategic HR advice on complex matters including performance management, disciplinary and grievance issues, capability, restructuring, conflict resolution, and employment law.
- Lead workforce planning by analysing staffing trends, recruitment needs, attendance data, and workforce risks.

2.2 Policy Leadership, Legislation and Compliance

- Lead the review, development, and implementation of HR policies to ensure legal compliance, best practice, and alignment with school priorities.
- Keep up-to-date with changes in employment law, HR guidance, and safeguarding requirements, advising SLT and managers accordingly.
- Ensure full compliance with HR legislation, safer recruitment requirements, and statutory duties.

2.3 Leadership of Recruitment, Induction and Safeguarding

- Lead efficient, fair, and compliant recruitment and selection processes for all staff, including temporary and agency workers.
- Oversee all safer recruitment procedures and ensure documentation and processes meet statutory and regulatory requirements.
- Manage the Single Central Record (SCR) and ensure it is fully compliant at all times.
- Ensure timely and accurate completion of all DBS checks.
- Provide regular safeguarding updates to SLT relating to recruitment, checks, training, and workforce practices.
- Work with SLT to ensure high-quality induction arrangements for all new staff.

2.4 Performance, Training and Staff Development

- Support the development and implementation of appraisal processes for teaching and support staff.
- Support and coach leaders and managers to carry out effective appraisals, performance reviews and difficult conversations.
- Identify training needs and coordinate CPD, maintaining accurate training records.
- Develop and promote effective staff development systems that contribute to school improvement.

2.5 HR Operations, Data, Systems and Payroll

- Lead the development and management of HR processes, staff record systems, and HR data integrity.
- Maintain accurate personnel files and ensure prompt updates to all systems, including school and Borough MIS.
- Produce statutory workforce returns including the School Workforce Census.
- Provide workforce data, analysis, and insight to inform strategic staffing decisions.
- Oversee attendance monitoring for all staff and work with managers to address sickness trends and concerns.
- Manage and process all aspects of payroll and pensions, resolving queries and ensuring timely, accurate payments.
- Oversee production of the staff photo booklet, staff IDs, and lanyards.
- Ensure access, equipment and system permissions are set up for new starters and removed for leavers.

2.6 Leadership, Line Management and Service Delivery

- Provide day-to-day leadership to the HR Administration Assistant, delegating work, monitoring progress, and supporting professional development.
- Promote a proactive, responsive, and high-quality HR service across the school.
- Ensure HR operations deliver value for money and meet expectations for service excellence.
- Lead quality assurance within the HR function and ensure continuous improvement.

2.7 Professional Contribution and School-Wide Engagement

- Chair and attend meetings as required, providing expert HR input and guidance.
- Deliver briefings, presentations, and training sessions to support staff understanding of HR policies and employment matters.
- Attend meetings and take minutes where required.
- Maintain strict confidentiality at all times.
- Carry out additional duties appropriate to the role as directed by the line manager.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Ensure compliance with relevant legislation, policies, financial regulations, safeguarding protocols, and data protection requirements.
- Promote equality, diversity, inclusion, and safe working practices across the school.
- Adopt a proactive approach to professional development and maintain up-to-date HR knowledge.
- Contribute to the school's commitment to Best Value and continuous improvement.
- Comply with the Data Protection Act and all associated data handling expectations.
- Undertake any other duties commensurate with the post.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	HR Manager	**Grade:**	PO5

Attributes	**Criteria**	**Assessment Method**	**Essential**	**Desirable**
Experience	• Relevant work experience.	Application form, interview and task at interview	X	
	• Experience of the use of Microsoft Word, Excel, Outlook (emails) etc.		X	
	• Experience of working in a school or similar environment.			X
	• Experience and proficiency of the use of Management Information Systems (MIS).		X	
	• Experience of using initiative and making decisions.		X	
	• Experience of delivering an efficient and effective HR and administrative service.		X	
	• Experience of payroll and pensions procedures.		X	
	• Experience of developing / updating HR policies and procedures.		X	
	• Experience of consultation with a range of stakeholders		X	

Education, Training & Qualification	• Educated to Degree standard. • Educated to GSCE standards, including Maths and English. • CIPD Qualification Level 5 or above.	Application form and task at interview	X X	X
Relationships	• Able to lead and motivate a team • Able to work effectively and supportively within a team. • Good verbal and written communication skills when dealing with pupils, parents, visitors and colleagues.	Application form and interview	X X X	
Safeguarding and Equality & Diversity	• A commitment to the safeguarding and welfare of children. • Knowledge, understanding and commitment to equal opportunities and diversity. • Commitment to continuing professional development.	Application form, interview and task at interview	X X X	
Knowledge, understanding and skills	• Working knowledge and experience of relevant HR issues, safer recruitment, staff appraisals and absence management. • Ability to write policy, ensuring that the appropriate guidelines / laws are adhered to • Be able to develop and update HR Policies and procedures. • An up-to-date knowledge/ understanding of HR good practice.	Application form, interview and task at interview	X X X X	

Knowledge, understanding and skills (continued)	• Good organisational and administrative skills, with the ability to prioritise. • Good communication (written and verbal) skills. • High levels of numeracy and literacy. • Competent user of ICT with the ability to use Word and Excel confidently. • Knowledge and understanding of Data Protection law and the GDPR 2018. • Ability to manage multiple tasks and prioritise workload • Display initiative, be positive and enthusiastic • Ability to work methodically with good attention to detail. • Work in accordance with the school's health and safety policies. • Maintain confidentiality with regards to all school matters. • Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. • Enthusiasm and initiative – along with the ability to be calm and efficient under pressure. • Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders.		X X X X X X X X X X X	

	• Ability to work independently, lead on activities where required and contribute as a team player. • Flexibility and a willingness to work outside the normal working patterns when required. • Understanding of employment law.		X X X	
Any additional factors	• A commitment to personal professional development. • A flexible approach to working times, in line with School requirements and a willingness to work outside the normal working patters when required.	Application form and interview	X	

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