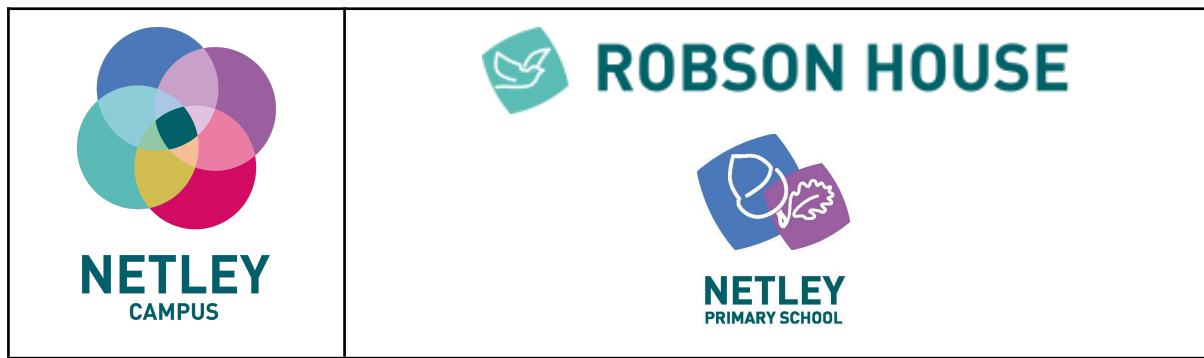




## Job Description: Human Resources Manager

### Job Profile: Human Resources Manager

**Netley Campus (Robson House and Netley Primary School) is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.**

|                         |                                                                                                                                                                                                                       |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Direct Reporting</b> | <b>Campus Business Manager [CBM]</b>                                                                                                                                                                                  |
| <b>Grade</b>            | <b>SO1 Part time Term Time Only</b><br><br><b>FTE salary = £41,000</b>                                                                                                                                                |
| <b>Hours</b>            | <b>3 days *can be negotiated at interview</b>                                                                                                                                                                         |
| <b>Contract</b>         | <b>1 year fixed year contract</b><br><i>(as this is a new role, it is being advertised as a 1 year post whilst it is evaluated in relation to the needs of the campus- options to extend from April 2027 onwards)</i> |

Netley Campus consists of 2 schools on the campus.  
Robson House (PRU) and Netley Primary School

### Main Purpose

- To be responsible for the operational implementation and delivery of a comprehensive HR service which ensures that line managers and employees are equipped with best practice, in line with Camden HR guidelines, to foster a high-performance culture.

- To lead in the coordination and delivery of day-to-day HR operations, including advisory, monitoring, recruitment, and HR administration.
- To provide professional support, sharing and implementing advice and guidance from Camden HR advisors to the Head, the CBM, and other Senior Leaders, as well as the Governing Board and colleagues in relation to employee relations and other HR matters.
- To support with organisational change programmes including redundancy, restructuring, and TUPE transfers; due diligence completion, supporting planning, preparing documents etc., acting under the guidance of Camden HR advisors.
- To adopt, implement, and maintain Human Resource policies and procedures, provided by Camden HR, so that the school meets all strategic, legal, and best practice objectives.
- To provide operational management of HR systems, within the school including the coordination and implementation of an annual HR plan, and of the school's HR Service.

### **Policies & Procedures**

- To work with the CBM and Head to implement the school's business and academic plans, with the supporting HR strategies, processes, policies, and procedures, as advised by Camden HR.
- To coordinate and implement an annual HR plan in line with the school's strategic aims while aligning the School's strategic and development plans to fully optimise staff's capabilities.
- To manage the school's documentation including staff contracts, policies and procedures, forms, staff handbook, etc., ensuring that they are regularly reviewed, updated, and compliant with employment legislation, safer recruitment, etc., utilising templates and updates provided by Camden HR advisors.
- To provide operational support and distribute Camden HR advice to the school's leadership team on HR-related issues as required, including professional developmental support to the senior management team in all aspects of HR, including the application of school policies.
- To implement the absence management procedure, monitoring sickness absence levels, developing proactive solutions, and providing support to managers/employees through this procedure, whilst demonstrating care and understanding.
- To support the appraisal process, providing advice and guidance on policy.

### **Consultation & Casework**

- To support and coordinate casework and employee relations on behalf of the school, acting as the primary link with Camden HR advisors and liaising with trade unions as appropriate.
- Provide operational support and share Camden HR guidance on the management of HR issues, including (but not limited to) organisational

change, capability, discipline, absence management, grievance, and harassment, ensuring policies and procedures are applied consistently.

- Assist management investigations as may be required, reviewing and preparing statements of cases and advising managers on their compilation, in alignment with Camden HR advice; guiding and supporting managers in the preparation and presentation of the case at formal hearings.
- Provide support during hearings-by taking minutes and preparing the rooms etc.

### **Recruitment & Leavers**

- To ensure that all relevant associate/support job descriptions are evaluated in accordance with the principles of the GLPC Job Evaluation Scheme, in liaison with Camden's evaluation procedures, to enable consistency of approach and equity in pay across the school.
- To support the SLT to create application packs and online adverts, posting to a variety of platforms (currently TES, Camden Learning, and Department for Education) to ensure sufficient publicity and increase the chances of favourable recruitment outcomes.
- To manage applications and candidate communication
- To coordinate interview schedules/days in conjunction with the relevant members of SLT.
- To oversee the organisation of appointment of staff in liaison with the CBM and other Senior Leaders, following safer recruitment principles and the pre-authorisation process at all times, including DBS documentation, proof of qualifications, references, right to work, medical, continuous service, and overseas checks, where relevant.
- To advise all relevant departments of new starters in good time to ensure colleagues can complete their own requirements, such as security passes, email accounts, etc.
- To ensure exit interviews are scheduled for leavers and appropriate feedback provided to senior leaders.
- To process leaver's documentation including payroll and completing references as and when requested.

### **Onboarding & Continuing Professional Development**

- To work with SLT to schedule Performance Management appraisals, collate appraisal information and manage probationary period meetings
- To ensure that new starters receive an induction and health and safety tour in liaison with the relevant Line Manager or Premises Manager.
- To have excellent knowledge of the training required for compliance and to keep robust records of training sessions and expiry dates, when training is due, to communicate with the relevant parties and book sessions in liaison with the Senior Leader responsible for CPD.
- To assist in the delivery of training to middle and senior leaders to raise their awareness of people management issues and Human Resources

policies/procedures, as dictated by Camden HR, to enable them to effectively manage staff and deal with issues effectively and efficiently.

### **Compliance & Confidentiality**

- To ensure that all Annual Leave arrangements are adhered to, employees are reminded regularly to book leave in advance, ensuring leave is only carried over in specified exceptional circumstances.
- To collate staff exceptional leave of absence requests and meet with the Headteacher to get these authorised.
- Ensure personnel records are maintained electronically, accurately, and kept strictly confidential.
- To ensure that relevant legislative and employment knowledge is kept up-to-date, working in close partnership with Camden HR advisors to understand, implement, and share changes to ensure all school practices remain legally compliant.
- In accordance with model policies and updates issued by Camden HR, maintain a set of legally compliant school HR policies, ensuring these are updated regularly
- To ensure that HR record keeping including the Single Central Record is accurate and compliant across the school, liaising with the CBM, Head, and Safeguarding Link governor to ensure that appropriate checks are undertaken and evidenced.
- To provide relevant and timely information to the Data Team to ensure the submission of the School Workforce Census takes place within specified timeframes.
- The nature of the job requires initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. *(A confidentiality agreement will need to be signed by the postholder.)*

### **Health & Safety / Wellbeing Responsibilities**

- To work in partnership with the Head, the CBM, and other Senior Leaders to develop the school as an excellent place to work, able to attract, recruit, and retain the best staff.
- To support the implementation of wellbeing programs, Employee Assistance Programme, CycleScheme, Flu jabs, Eye test vouchers, etc.
- To [coordinate] the effective use of processes for day-to-day provision of wellbeing through shared services, including an Occupational Health Service with an online portal for managers to refer staff.
- To liaise with Line Managers and relevant colleagues to ensure that individual risk assessments are completed and reviewed for pregnant or breastfeeding employees.
- To liaise with Line Managers and relevant colleagues to ensure that the school identifies any risks to employee health from stress and takes steps to reduce it.

- To liaise with Line Managers and relevant colleagues to ensure that any reasonable adjustments are implemented following legal and best practice frameworks provided by Camden HR.
- To ensure the health and safety of employees, contractors, and volunteers are considered by the timely, accurate collection of medical, next of kin, and dietary information.

### **Management**

- To effectively manage own workload and time to deliver a responsive, effective, professional internal HR service for the school.
- To plan and prioritise own work according to the needs of the school, as determined in liaison with the CBM, ensuring that tasks and operational requirements are delivered reliably to agreed deadlines.
- To seek methods of improving internal administrative procedures and ways of working.