



South Charnwood High School

'encouraging excellence, valuing people'



Human Resources Manager

Application Pack



Human Resources Manager

Post:	Human Resources Manager
Hours:	25 hours per week
Work Pattern:	Monday to Friday 8:30am to 1:30pm
Salary:	Grade 8 - £18,241 to £20,228 actual salary per annum (Pay award pending).
Contract:	Permanent, 43 weeks per year (i.e. term-time plus five weeks).
Start:	As soon as possible

This is an exciting opportunity to join our school as our Human Resources Manager. You will be an excellent and experienced administrator and communicator to provide high quality HR support to primarily the Headteacher and Business Manager as well as the academy as a whole. If you feel you could excel in this role and have the HR and payroll experience, we would love to hear from you.

Our ideal candidate will have:

- Excellent communication skills that allow effective communication with all levels of school staff, Trustees, pupils, contractors and 3rd party suppliers.
- Proficient IT skills and practical experience in Google and Microsoft applications.
- A passion for working with children.
- The ability to work on your own initiative.

In return we offer:

- Free parking
- Cycle to work scheme
- Supportive and friendly environment
- Training and CPD opportunities
- Generous Employer Pension contribution

We can offer you the chance to work with a fantastic team of colleagues with a strong, supportive staff development ethos.

Please see the school website at www.southcharnwood.leics.sch.uk for an information pack and application form. Alternatively, telephone 01530 242351 or email: recruitment@southcharnwood.org

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

Closing date for applications: 9.00am, Wednesday 12th August 2026

'South Charnwood High School – Committed to Safeguarding Children and Young People'

Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of Human Resources Manager to start at South Charnwood High School as soon as possible. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

Having converted to an 11-16 academy in 2014, the school has sustained outstanding GCSE results year on year demonstrating that our pupils make much better progress than similar students nationally. The school is oversubscribed and pupils are highly motivated to succeed. Our school ethos is to develop pupils to be polite, prepared and productive ready for the world of work in an ever-changing world.

The new Human Resources Manager role is crucial for ensuring that all staff feel supported in their roles, such as making sure that new staff are appointed & inducted effectively. We work as a team and everyone is an important cog to provide the best environment for pupils to learn and develop.

At South Charnwood, we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities based on research, best practice and our excellent links with other schools.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Therefore, we are seeking to appoint an enthusiastic & dynamic person to build on the achievements of the past and support the school to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity. I look forward to receiving your application.

Simon Andrews,
July 2026

Job Description

Post Title	Human Resources Manager
Overall responsibility	To provide effective and efficient day to day human resources and payroll support to the Business Manager and Senior Leadership Team.
Reporting to:	Business Manager
Liaising with:	Senior Leadership Team
Grade	Grade 8

Key responsibilities:

- 1) To offer human resources management advice to the Senior Leadership Team.
- 2) To ensure compliance with human resources related regulatory requirements
- 3) To support staff and school leaders with human resources and payroll queries
- 4) To coordinate all staff monthly payroll process
- 5) To process all types of payroll and human resources information
- 6) To accurately record staff absence and CPD
- 7) To coordinate recruitment, appointment and induction processes.

Key task and duties:

Human Resources

- 1) Undertake the recruitment of staff administration (e.g. placing adverts, being point of contact for applicants, collecting and distribution of applications).
- 2) Co-ordinate interview process (e.g. distributing documentation, organise interviews, booking rooms for interviews, organise refreshments, undertake ID checks of candidates and retrieve and chase references).
- 3) Undertake the appointment of new staff (e.g. undertake DBS, right to work in the UK, Section 128, qualification and medical checks, issue offer letters, acquiring bank details and confirming starting salary point and dates). Uploading information acquired into SIMS, put on personnel files and upload information to the payroll service providers.
- 4) To process and upload all contract changes to our payroll service provider. This will include generating contract change letters and new contract paperwork.
- 5) To co-ordinate the induction of new staff processes. This will include scheduling in sessions (e.g. safeguarding and health and safety) with the relevant staff and ensure all IT access codes are sorted.
- 6) To oversee the probation periods of new staff. This will include liaising with line managers to ensure probation reviews are undertaken in a timely manner.

- 7) To coordinate all staff leaving processes which includes calculating outstanding leave entitlement, processing information through SIMS and to payroll and HR service providers and checking final salary payments.
- 8) Lead on the collation and transfer of all monthly pay amendments, casual timesheets, and mileage claims.
- 9) Check and investigate variations between the monthly payroll reports and staff database (e.g. SIMS).
- 10) To support staff with queries such as payroll, recruitment, contracts & pensions.
- 11) To assist the Business Manager on the operational elements of HR related specific projects and ad hoc requests.
- 12) To update SIMS on all personnel changes and support the Business Manager in completing and submitting the workforce census
- 13) To maintain the Single Central Register in line with official guidance and school agreed procedures
- 14) To maintain and update the staff Business Interest Records.
- 15) To record all staff absences.
- 16) To oversee and support the return to work meeting process.
- 17) To support the school performance management process. This will include storage of records and chasing outstanding records.
- 18) To provide general HR reports for the Senior Leadership Team and Trustees as and when required (e.g. monthly staff absence and CPD reports).
- 19) To support the Business Manager with the storage, circulation and review of whole school policies. To ensure that the school's policies are compliant with related regulatory requirements.
- 20) To send out daily notice of all staff absences
- 21) To take minutes and notes in HR meetings and investigations as and when required.
- 22) File and maintain information held on staff files.
- 23) Process and send information to staff absence insurance companies.
- 24) To assist the Cover Manager and Senior Leadership Team with Teacher cover arrangements. (e.g. with cover administration and liaising with supply agencies/teachers).
- 25) Attend in an advisory capacity the Trustees HR & Payroll Committee meetings.

- 26) Undertake any other duties as reasonably requested by the Senior Leadership Team

Human Resources Manager
July 2026

Personal Specification

		Essential	Desirable	Evidence
Qualifications and Experience				
1	Excellent standard of education to Level 3 qualification or higher	☐		A
2	IT qualification		☐	A
3	Payroll or HR qualifications		☐	A
4	First Aid qualification		☐	A
5	Experience of supervising or managing a team.	☐		I, R
6	Experience of working in an HR or payroll related role	☐		I, R
7	Experience of working in an office or administrative role	☐		I, R
8	Experience of using SIMS.net		☐	A, R
9	Experience of working in a school or with young people/children		☐	A, R
Skills				
12	Excellent IT skills	☐		A, I
13	Ability to communicate effectively with pupils, colleagues and a variety of other stakeholders	☐		A, I
14	Understanding the need for confidentiality	☐		I, R
15	Ability to work hard under pressure while maintaining a positive, professional attitude	☐		I, R
16	Ability to organise and prioritise workload and work on own initiative	☐		I, R
17	Excellent personal, verbal and written presentation skills	☐		A, I, R
Personal Attributes and Behaviours				
18	Adaptability and flexibility to changing circumstances and new ideas	☐		I, R
19	A belief that schools have a responsibility to prepare pupils for their lives - not just for exams	☐		A, I, R
20	Creative, courageous and resilient	☐		I, R
21	Sustain personal motivation and that of colleagues	☐		A, I, R
22	Willing to take responsibility and ownership	☐		A, I, R
23	Team player	☐		I, R
24	Evidence of a sense of humour, commitment and enthusiasm.	☐		I, R
25	Evidence of self-motivation and the ability to be self-critical, and to evaluate own performance.	☐		I, R
Ability to Fulfil Wider Professional Responsibilities				
26	Willingness to make a positive contribution to the wider life and ethos of the School	☐		A, I, R
27	Ability to develop effective professional relationships with colleagues, pupils and parents	☐		I, R

Key to Evidence: A = Application

I = Interview

R = Reference

**Human Resources Manager
July 2026**