



St Nicholas Church of England Primary School

Job Description for Human Resources Manager

Job Details

Salary: Surrey pay scale level 9

Hours: 15 hours per week, ideally 8am to 1pm three days per week, during term time only, plus 2 weeks, i.e. 41 weeks of the year.

Contract type: Part-time, Permanent.

Main Purpose

The HR Manager will lead and manage the HR function within the school - ensuring full compliance with HR policies relating to schools, employment legislation, and best practices.

Duties and Responsibilities

Leadership, Management and Advice

- Provide HR support and advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law.
- Co-ordinate appropriate external legal or professional advice where required.
- Manage recruitment, including safer recruitment, contracts and pre-employment checks.
- Manage employee procedures including absence management, flexible working, grievance and other practices and policies pertaining to employment.
- Maintain personnel records, including the single central record, the management information system (SIMS) and reporting starters, leavers, absence and overtime information to Payroll.
- Manage the HR information maintained in SIMS and provided to payroll, including generating reports and update school HR documents, including HR forms.
- Monitor and review the school's HR policies and procedures.
- Lead on implementing organisational change, such as restructuring, redundancy and TUPE (Transfer of Undertakings (Protection of Employment) Regulations)
- Manage return to work interviews after absence, staff attendance and punctuality monitoring.
- Assist with disciplinary and grievance procedures.

Recruitment and Induction

- Co-ordinate the advertisement of vacancies, including working with external partners to publicise available roles.
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with school leaders where appropriate.
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage.
- Prepare material for interviews, including collating interview questions and developing tasks as required.
- Ensure safer recruitment procedures are followed.
- Support the induction of new staff.

Safeguarding and Record-Keeping

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements.
- Monitor and review the school's Disclosure and Barring Service (DBS) checking process, ensuring compliance with requirements and efficiency is achieved.
- Maintain accurate records pertaining to personal data in accordance with the school's data protection policy, including being able to facilitate Subject Access Requests
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Staff Engagement

- Develop an effective approach to absence management, putting support in place to reduce the risk of long-term absence.
- Act as the point of contact for staff questions about HR policies and procedures.
- Work with school leaders to consult with staff on job satisfaction, including in exit interviews, helping them to implement changes or improvements where appropriate.

Support for the School

- Support and uphold the school's vision and aims.
- Safeguard and promote the welfare of children and young people
- Be familiar with and uphold agreed school policy and procedures with particular attention to: Safeguarding, Behaviour Management, Health and Safety, Confidentiality and Data Protection.
- Maintain confidentiality and professional conduct at all times.
- Carry out other duties appropriate to the level of the role, as directed by the Headteacher.