



Staff Communications and Human Resources Manager Application Pack

Application Forms

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Staff Communication and Human Resources Manager To start July/August 2023

Permanent, Full time, All Year Round. 37 Hours per week. Salary £38,342 to £42,307 (pay award pending)

We are seeking a dynamic leader who can foster a positive and collaborative staff culture. The successful candidate will be highly personable and an excellent communicator, keen to recruit and retain the very best staff to ensure all our students get an inspiring and rewarding education. The person appointed will have a background in Human Resources management and the skills to advise and support colleagues, including Senior Leadership Team and governors.

This is an exciting opportunity to make a significant difference to the education of many hundreds of young people, as well as support colleagues to develop and progress their careers.

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1500 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources, and a counselling service. We reward long service and encourage community spirit through various social events including a Christmas party, sports after school and various House competitions. Parking is free, as are tea, coffee, and edible treats to help you through the week! Our Senior Leadership team recognises the value of our support staff attending whole school training, job specific training and opportunities to learn about students they may be supporting, hence our commitment to their attendance on our September INSET day and one other INSET day during the academic year. A free lunch is also provided giving staff the chance to welcome new members of staff and share news and ideas.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered. Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Wednesday 14th June at 9am
Interviews will take place: as soon as is practicable



Staff Communication and Human Resources Manager

Job Description: Staff Communication and Human Resources Manager

Line Manager:	Deputy Headteacher/ Headteacher
Line Manager for:	Senior Administrator – Cover, absence and general administrative duties Human Resources Assistant Department Administrator Receptionists x Two
Main Purpose of Role:	<p>To foster a positive workplace culture in which staff feel valued and want to work: To provide accurate and timely human resource management support to the Senior Leadership Team (SLT). To provide a professional, accurate and timely employee service to all staff in school To oversee human resource administrative procedures and compliance ensuring a professional, accurate and timely delivery. To oversee the front of house environment (Reception) and procedures, ensuring a professional customer service for staff and a range of visitors to school. To ensure FPSS recruits and retains the highest possible calibre of staff.</p>
<p>Main Responsibilities:</p> <p>Leadership & Management Role:</p> <ul style="list-style-type: none"> To further build a positive staff culture through timely communication, positive relationships with colleagues and effective management of HR systems. To creatively recruit and retain the best staff. To assume a lead role in relation to HR management support to SLT and Line Managers for both support and teaching staff (total approximately 200) To lead and line manage an HR/administrative/front of house team To contribute to governing body committees on any matters as required To keep up to date with and implement policy change/payroll change/contract changes and keep SLT informed as necessary <p>Team Responsibilities:</p> <ul style="list-style-type: none"> Work alongside Senior Leadership Team and Senior Business Team colleagues to ensure FPSS is a place where colleagues want to work and feel valued. Work alongside colleagues to champion wellbeing and ensure a good work/life balance. Line manage the HR/administration/front of house team delegating appropriate responsibilities, overseeing the team's work and giving support and feedback Support on-going training for the team to develop their skills and help them keep abreast of HR and other developments Undertake performance management of team members <p>Operational Responsibilities:</p> <ul style="list-style-type: none"> Ensure staff communication systems enable all colleagues to feel fully informed and empowered to fulfil their roles. To manage the advertising process for all staff, including preparation of job descriptions, person specifications and advert package, reviewing of advertising strategies to ensure that the most appropriate and cost effective advertising methods are utilised, and streamlining the process to ensure efficiency and effectiveness. To manage the shortlisting and interview process for staff roles, including checking application forms, support with shortlisting, testing and interviewing or supervising student panel interviews and providing advice on decision making (support staff). 	

- Work with SLT to identify recruitment challenges, ideas to solve these, highlight opportunities (for example use of Teach Maidenhead trainees, ad-hoc applications, returners to the work place) in order to maximise successful recruitment at no additional cost (ie avoid agencies)
- To keep on top of the induction and probationary period process for support staff, prompting line managers to ensure that both are followed through and that any issues which arise during the probationary period are raised with the employee and appropriate support provided. To manage a shortened induction process with teaching staff on behalf of line managers to ensure that all aspects of safer recruitment, code of conduct and adherence to policy is covered
- To work with the Headteacher on annual teaching staff compensation planning, including provision of up-to-date data in relation to salaries and other compensation (TLRs/R&R/allowances) and ensuring that salary increases are implemented and salary statements produced in a timely manner.
- To lead the annual support staff appraisal process including support for staff and new line managers in relation to the process. To feed through actions to the Teaching and Learning Director and follow up on these and to report any concerns highlighted in the appraisals to the HOP and BD
- To liaise with the Borough HR and payroll team and provide accurate paperwork to communicate contract changes, correct payroll errors and find creative solutions to staffing compensation. To work with the Finance Manager on the staffing budget.
- To ensure that recruitment and employee records, both paper and electronic, are stored in a safe manner, kept up-to-date and destroyed in accordance with GDPR
- To provide support with grievance and disciplinary cases at all stages of the process and in accordance with school policy
- To meet with staff in relation to maternity, paternity, sickness absence, return to work and risk assessments and any other matters
- To analyse staff turnover, conduct exit interviews where appropriate and identify ways of improving retention.
- To contribute to the effective management of sickness absence, by ensuring staff records are up to date, reviewed on a monthly basis and analysed as required for the Senior Leadership Team. To organise and undertake sickness absence interviews in line with the Managing Absence Policy
- Accountable for ensuring that the School Workforce Census is produced and submitted in a timely manner. This requires accurate data input in SIMS, reducing the number of errors in the SWC to 0 and printing and uploading the SWC to the DfE website.
- To oversee the front of house environment (Reception) and procedures, ensuring a professional customer service for staff and a range of visitors to school

Safer Recruitment Responsibilities:

- Accountable for ensuring that the DBS process is initiated and followed through for all paid members of staff, following up on any issues, ensuring any changes are included in the recruitment process and complied with in relation to other categories of staff including but not limited to regular visitors, agency supply staff and contractors
- Accountable for ensuring that the Single Central Record is accurate, up-to-date and refined according to government/OFSTED requirements. Identify any anomalies and follow them up using Borough HR and other means
- Manage all aspects of safer recruitment which includes contributing to the Child Protection policy and safeguarding audit, developing, implementing and monitoring all safer recruitment processes both at the time of interview and when staff are inducted and reporting any concerns to SLT. Identifying the appropriate safer recruitment checks for other categories of staff such as trainees and volunteers

Policies and Practice Responsibilities:

- Accountable for the review and writing of the following policies including but not limited to Disciplinary; Grievance; Capability; Dignity at Work; Managing Absence; Flexible Working; Leave of Absence.
- Support the Headteacher annually with a review of the Pay Policy for all staff and ensuring updates are shared with the finance team, and the Borough HR and payroll team
- Provide support to managers and staff in relation to understanding and implementing policies

OTHER

1. Carry out one thirty minute break duty each week.
2. Cover for Reception.
3. Attend Governing Body meetings if required.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Communication and Human Resources Manager

Person Specification: Staff Communication and Human Resources Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 GCSEs including Maths and English (or equivalent). Educated to A level (or equivalent) Obtained, studying or willing to study for further professional qualifications in HR. Microsoft Office skills, particularly Word, Excel and Power Point. Eligible to work in the UK. 	✓ ✓ ✓ ✓	✓	Application form
Experience of: <ol style="list-style-type: none"> Building positive and effective workplace environments through effective leadership and communication. Working in a Human Resources environment either within or outside of education. Establishing and maintaining effective working relationships at all levels in an organisation. Managing recruitment drives including writing, reviewing and levelling job descriptions. Reviewing and managing performance management systems. Reviewing and managing the induction process of new employees. Dealing with difficult and sensitive situations in a diplomatic and professional manner. Working in a pressurized environment with competing deadlines. 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Specialist knowledge of HR theory and practice, including employment law, recruitment and retention, policy review and development, staff performance management and sickness absence management. Personable leader with excellent communication skills (written and verbal) and the ability to listen and communicate confidently, effectively and sensitively at all levels within and outside of the organisation. Strong organisational and time-management skills. Able to work under pressure, prioritise, meet deadlines and be decisive in a busy school environment. Excellent attention to detail skills particularly in relation to safeguarding and staff records, keeping the Single Central Record and Staff Guide up-to-date and recognising changes in employment law which might impact on practice and policies. Able to handle sensitive personnel situations and maintain a high level of confidentiality. Able to work independently and use own initiative but also be an effective team player. Able to demonstrate high levels of honesty and integrity at all times. Able to delegate ownership of appropriate tasks to direct reports and be supportive as and when required. Able to use internal systems (SIMS, sickness absence management) effectively and analyse the data produced. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References