

Post Title	HR Manager – Grade J
Job Holder	
Reporting To	School Business Manager
Specific Responsibilities	<p><u>HR Compliance/Administration</u></p> <ul style="list-style-type: none"> <li>• To be responsible for professional advice and support on all aspects of HR policy, procedure, and best practice, including employment law issues to all staff.</li> <li>• To liaise closely with relevant HR specialist groups including the Local Authority and other external legal providers</li> <li>• To ensure that the school is fully compliant in statutory employment and equality obligations</li> <li>• To follow safer recruitment practices in all recruitment processes and for ensuring the Single Central Register is up to date and accurate</li> <li>• To advise the Senior Leadership Team and, when necessary, the Governing Body on policy changes and development in employment law</li> <li>• To advise the Headteacher and Senior Leadership Team on HR legislation and protocol/procedures to be followed around HR issues, e.g., managing staff absence</li> <li>• Liaise with external legal and HR advisors as appropriate to ensure the school remains compliant with statutory requirements and school policies, seeking and logging advice received and given</li> <li>• Archiving files of leavers and unsuccessful applications, destroying HR paperwork securely in line with Data Protection</li> <li>• Manage entrance and exit processes including IT/Email accounts and return of school property</li> <li>• To oversee payroll and personnel records in liaison with the Business Manager and Payroll Administrator</li> </ul> <p><u>Recruitment</u></p> <ul style="list-style-type: none"> <li>• To lead and manage the overall process for external and internal recruitment and selection</li> <li>• To be responsible for ensuring the recruitment process is in line with safer recruitment requirements</li> <li>• With the support of the Admin Manager, to ensure selection and interview days run smoothly and resources are available for all.</li> <li>• To ensure pre-employment checks are done in a timely manner and before the start date</li> <li>• To lead and manage the inductions of new starters</li> </ul> <p><u>Employment policy and procedure</u></p> <ul style="list-style-type: none"> <li>• To monitor staff attendance in line with the school's policies, including conducting absence management meetings and advising line managers in absence procedures and Occupational Health referral when necessary</li> <li>• To provide information, training, advice and guidance to leaders and managers on the proper implementation and practice of the school's HR policies and procedures</li> <li>• To support the Headteacher and Senior Leadership Team in matters relating to HR issues including disciplinary, grievance, capability, and ET cases</li> <li>• To deal with other staffing issues that may arise including handling issues of staff welfare and long-term sickness</li> </ul>

- To provide appropriate maternity/paternity advice regarding entitlement of leave and requests for flexible working
- To manage communications to staff during maternity/paternity leave including return to work meetings, keeping in touch days, changes including updates in legislation
- To provide communication to all staff on any HR related matters
- To inform and advise on HR matters at Governor's meeting as required
- To review, develop and maintain HR policies and procedures under the direction of the Headteacher and/or Business Manager, including appropriate consultation with external HR provider, Legal Advisers, Trade Unions, Governors, and school staff ensuring that they meet all statutory and legal obligations
- To prepare, organise and attend hearings, HR related panels and Human Resources meetings as required
- Log all staff absences and ensure compliance with relevant policies relating to staff well-being and absence management, ensuring return to work interviews are completed.
- Ensure a high level of knowledge and understanding of current employment law and best practice
- Provide support and advice for line managers in relation to managing staff attendance
- Analyse data relating to staff absence, including identifying patterns and trends, and initiating appropriate follow-up action at both an operational and strategic levels to increase attendance
- Timely and accurate submission of the School Workforce Census

#### Line Management

- To line manage and develop the Payroll Administrator and Marketing & Communications Officer
- To delegate and utilise the Administration Manager and Payroll Administrator to allow for an accurate, efficient, and seamless HR service to the school

#### General Responsibilities of all staff members

- To ensure that the safety and welfare of all students is given priority at all times
- To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise.
- To ensure an appropriate individual response to whole school priorities
- To engage actively in the Performance Management Review Process
- To implement all school policies
- To attend all meetings as directed
- To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.

#### Personal Qualities the postholder is expected to be

- Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School

	<ul style="list-style-type: none"><li>• Committed to ensuring the safety and welfare of all students at all times</li><li>• Committed to team work within all aspects of the school</li><li>• Proactive in terms of furthering their knowledge and skills</li><li>• Punctual for all commitments</li> <li>• Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li></ul>
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	<u>Essential/Desirable</u>	<u>How assessed*</u>
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills (GCSE English and Maths grade C or above (or equivalent))</li> </ul>	E	AF/Cert
<ul style="list-style-type: none"> <li>• Degree, Qualified or Equivalent experience</li> </ul>	D	AF/Cert
<ul style="list-style-type: none"> <li>• Professional qualification in HR Management/CIPD or the willingness to undertake the qualification whilst in employment at the school</li> </ul>	E	AF/Cert
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)</b>		
<ul style="list-style-type: none"> <li>• At least 3 years proven experience related to Human Resources policies and procedures in a busy working environment.</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• Experience of working in a school</li> </ul>	D	AF/IV
<ul style="list-style-type: none"> <li>• Currently employed as a middle manager with experience of working with senior leadership teams</li> </ul>	D	AF/IV
<ul style="list-style-type: none"> <li>• Experience in managing a significant range of HR management functions including complex grievance and disciplinary matters</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• Experience of autonomous working</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• Experience of developing and implementing HR policies</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• Understanding and application of employment law to policy development</li> </ul>	D	AF/IV/TASK
<ul style="list-style-type: none"> <li>• Proven experience in developing and supporting line managers through change</li> </ul>	D	AF/IV/TASK
<ul style="list-style-type: none"> <li>• Experience of negotiating, influencing, and consulting with trade union and professional association colleagues on HR issues</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• An ability to maintain confidentiality and act with discretion and diplomacy</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• A high level of proficiency in MS Office, Google Suite, Word, Excel, and other role related software</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• An ability to produce clear, concise letters, reports, and correspondence</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• An ability to always maintain confidentiality and work with discretion when dealing with sensitive and confidential information</li> </ul>	E	AF/IV/TASK
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>• Exceptional interpersonal and communication skills with students, staff, stakeholders and outside agencies</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• Ability to produce and present management information</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• An ability to relate to children and adults</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• Work constructively as part of a team</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• An ability to act on own initiative</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• An ability to work under pressure</li> </ul>	E	AF/IV
<ul style="list-style-type: none"> <li>• An ability to prioritise workload and work to deadlines</li> </ul>	E	AF/IV/TASK
<ul style="list-style-type: none"> <li>• An ability to think and plan strategically</li> </ul>	E	AF/IV