**BOWER GROVE SCHOOL**

**Job Description**

**HR Manager**

**Name:**

**Pay Range: Kent Range 11/12 (depending on additional responsibilities)**

**Line Manager: Headteacher**

**Hours: 37 per week (39 weeks & 3 weeks)** (flexibility will be considered and the post can be for 52 weeks on discussion)

**General Responsibilities**

To be responsible for the Human Resource functions of the school, ensuring compliance with all appropriate employment legislation. To handle all sensitive and confidential matters with discretion.

**HR Duties**

* To support the Senior Leadership Team (SLT) in all aspects of HR management by developing and improving HR systems.
* To be an active member of the Senior Leadership Team
* Ensure the school meets statutory employment, equality, health and safety obligations towards its staff.
* To keep up to date with changing employment legislation and Human Resource practices.
* Advise the SLT on recruitment planning, supporting recruitment and selection processes and full employment life-cycle, including placing adverts, interview arrangements and completing vetting checks, in line with safer recruitment responsibilities. Checking details of new staff and ensuring that all identification documents are satisfactory.
* To be responsible for the quality of all HR databases and personnel records, including inputting data, leave records and maintaining the single central record, provide a hard copy for Ofsted inspections and relevant information for governors.
* Maintain the School DfE register of teachers in employment.
* Monitor, analyse and keep records of staff numbers and roles, starters and leavers and provide information for the Headteacher to report to Governors 3 times a year.
* Co-ordinate the probationary period for new staff.
* Manage the staff sickness and absence in line with policies and procedures providing detailed reports for SLT. Conduct return to work interviews and absence review meetings, liaising with staff that are sick, sharing any concerns and appropriate action with SLT. Where required arrange risk assessments to ensure safety and wellbeing of staff.
* Prepare Occupational Health Referrals as the need arises and manage all subsequent reports and review meetings and report to SLT. Liaise with HR consultants on more complex issues.
* Analysis of data to identify issues where HR input is required e.g. poor performance, high absence rates, high turnover concerns and reasons for leaving, highlighting potential issues to managers and providing support and guidance on how best to overcome such issues. Lead the case management, in relation to sickness absence, disciplinary and capability processes.
* Advise and coordinate the appraisal process and pay decisions. Advise the Headteacher of any skills and training gaps.
* Advertising, co-ordinating applicants, interview administration, new appointment processes including DBS checks, and maintaining the Single Central Record. Contractual changes to hours, salaries, long service awards, annual salary updates for support staff and teaching staff, termination of contracts including retirement processes.
* To monitor monthly payroll reports and resolve any queries with the payroll provider and staff as appropriate. To liaise with pension bodies as required.
* Complete instruction forms for the school’s personnel and payroll providers and inform the Finance Manager of changes to staff contracts, terminations and new starters. On receipt of new/changed contracts, quality check details, print and save to staff electronic personnel file.
* Ensure the Arbor staff database is continuously updated with all relevant information so that consistent and accurate records are available at all times, including annually updating staff salaries.
* To complete and submit the School Workforce Census annually and attend SWC update forums to ensure criteria is met.
* To collate the Annual Staff Survey and support with Investors in People accreditation.
* Ensure the department follows the Record of Retention for schools and archive accordingly.
* Ensure all the HR related policies are kept up to date
* Design and deliver training as required by the Headteacher
* To ensure GDPR Compliance in regards to staff records.
* Present to the Governing Body HR information and act as an associate governor for the Strategy team
* To line manage the HR Assistant ensuring day to day procedures are adhered to and liaise on any issues as required
* Through line management of the Administrative Team ensure the school office runs effectively providing timely support to the academic staff team.
* To ensure the school reception is welcoming and provides appropriate information to parents and professionals.

This job description will be reviewed on an annual basis through the Appraisal Process. In addition it may be amended at any time after consultation with the Headteacher.

**Signed:……………………………………….. Date:……………………………………….**

**Signed:……………………………………….. Headteacher**

# Person specification (Bold indicates essential; *italics indicate desirable*)

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| criteria | qualities |
| Qualifications  and experience | * **GCSE English and Maths Grade C or Equivalent and above** * **CIPD level 3 or equivalent qualification** * CIPD level 5 or equivalent qualification (or working towards) desirable * Experience of working in a school * Experience managing a team * **Experience working with senior members of staff** * **Five years’ HR experience** |
| Skills and knowledge | * **Has excellent organisational skills and the ability to multitask, work under pressure and manage a diverse workload** * **Experience of managing projects** * **Excellent communication skills and style, both verbally and in writing** * **Able to communicate effectively across all levels and to a varied range of Stakeholders** * **Ability to think on your feet, react quickly and effectively in sensitive situations** * **Good understanding of support service requirements and the ability to consistently deliver to and beyond expectations** * **Excellent time management and prioritisation skills with the ability to work to deadlines** * **Competent in Microsoft Office and Excel** * **Ability to use initiative on a continuous basis to communicate confidently and effectively with all stakeholders** * **Excellent attention to detail** |
| Personal qualities | * **Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy** * **Willingness to attend training and development as required.** * **A positive and ‘Can do’ attitude.** * **A strong team player who will contribute to the wider development of the school** * **Will be able to always demonstrate professionalism and confidentiality** * **Commitment to safeguarding and promoting the welfare of children and young people Ability to motivate others** |