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|  **Job Description –** | **HR MANAGER** |
| **Grade:** | **KR9** |
| **Responsible to:****Responsible for:** | **Deputy Headteacher****HR Administrator** |
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**Purpose of the Job:**

To be responsible for all aspects of human resources management within the School – including liaison with the school’s external payroll, personnel consultancy provider and Occupational Health provider. To provide information and first line guidance to the Headteacher, Managers and Colleagues on all HR matters.

**Key duties and responsibilities:**

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| 1. To provide information and first line guidance to managers on all HR policies, procedures, terms and conditions – seeking guidance from the School’s personnel consultancy provider as required.2. To be the initial point of contact for staff regarding HR issues providing information regarding pay, conditions and all HR policies.3. To undertake first line liaison with the School’s HR provider with regards to HR casework issues – seeking guidance and relaying this to the Headteacher / Line Manager for action3. To liaise with the School’s personnel and payroll provider to ensure information is provided in a timely manner and appointments, variation and termination instructions actioned. To review and check the accuracy of contracts and other employee correspondence before it is issued to the employee.4. To undertake all aspects of sickness and absence management and record keeping – including monitoring attendance and escalating concerns to the Headteacher or line manager as appropriate. Organising monitoring meetings with line managers and advising on the process.5. To manage all aspects of recruitment and selection planning and administration within the school; preparing job descriptions, adverts, offer letters, schedules, interview tasks, questions and lesson observations as required. To ensure the necessary pre employment checks are undertaken and manage the school’s Single Central Record.6. To coordinate and manage the induction and training for new and current staff and be responsible for ensuring performance is reviewed by the appropriate manager during employee’s probationary period.7. To coordinate the implementation of the School’s performance management procedure ensuring all reviews are undertaken and documentation completed in a timely manner.8. Develop and support a positive employee relations climate through productive and professional working relationships with the relevant professional associations and support staff unions, liaising and advising on HR related issues including capabilities, disciplinaries and grievances, as necessary.8. To manage all requests for holiday, maternity, paternity, adoption, parental leave and flexible working – ensuring all necessary administration is undertaken9. To act as the contact point for staff absence notifications – advise Headteacher / manager and maintain records as appropriate. 10. To manage the School Workforce Census return.11. Lead on ensuring efficient cover procedures and processes are in place. Identify and coordinate internal and external cover and supply arrangements including using SIMs to allocate daily cover schedules.12. To undertake all aspects of HR record keeping and administration – including ensuring HR data is recorded on SIMS as appropriate. To set up systems of work for the efficient recording and reporting of HR issues13. To prepare and draft routine correspondence with regards to HR issues on behalf of the Headteacher / line manager and to minute / service HR related meetings / discussions Headteacher / line manager14. To manage the HR Administration and Cover Assistant including appraisals and day to day duties. 15. To routinely update HR policies with latest guidance ready for Governor approval.16. To produce statistical information for the Headteachers report and to work with line manager to identify trends as they become apparent.17. To manage the Payroll process.  |
| Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
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Person Specification: HR and Cover Officer

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Relevant NVQ Level 4 qualification or equivalentMinimum Level 5 CIPD Qualification - essential |
| **EXPERIENCE** | Proven experience of HR administration- essentialProven experience of coordinating recruitment and selection activities - desirableProven experience of using SIMS cover systems - desirable. |
| **SKILLS AND ABILITIES** | Ability to develop and maintain effective administrative systems of work / working practicesThe ability to convey information clearly and accurately orally and in writingHigh level interpersonal skills and ability to build a working rapport with othersProactive with a ‘can do’ approachAbility to work in an organised and methodical manner, attention to detail and ability to maintain accurate recordsAbility to prioritise |
| **KNOWLEDGE** | Knowledge of HR systems and processes including SIMSWorking knowledge of school HR policies and practices – including a basic familiarity with Kent Scheme and Teaching terms and conditionsKnowledge of GDPR ICT skills in Microsoft Office eg Word, PowerPoint etc.Working knowledge of Safer Recruitment / DBS and Prevention of Illegal Working requirements |