



# St Michael's Prep School

The Joy & Wonder of Learning



## HR Manager

**Salary:** Competitive \* (please call Kim d'Albertanson to discuss)

**To start:** 01.03.2023

**Full Time:** 40 Hours per week,  
8am – 4pm

**Application Deadline:**  
Monday 28th November 2022 at  
8am

**Interview Date:** Week  
commencing 5<sup>th</sup> December 2022

*\*Salary commensurate with  
qualifications and experience*



St Michael's Prep School is a co-educational day school with approximately 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by many specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

The key purpose of this fast-paced role is to deliver a high quality, efficient Human Resource (HR) and recruitment service to the whole school ensuring that day to day HR functions are effectively managed. You will work closely with the Head and Director of Finance & Operations (DFO). This role requires a highly focussed individual who is organised and passionate about the staff and school. The post holder will deliver an outstanding HR provision, ensuring that the HR Team provides a high level of service that supports all staff in providing outstanding learning and progress for our pupils. You will manage the Single Central Register (SCR) and be responsible for maintaining it accurately. You will have an HR Assistant to Line Manage, who works term time plus 3 weeks in the school holidays.

Applicants should be qualified and experienced in CIPD Human Resource Management at level 5 or above and preferably have worked in an education establishment for at least 2 years. Excellent communication and interpersonal skills are essential and you must be a highly motivated team player.

In return we can offer you:

Free Meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment in the support staff pension scheme with life assurance cover; multi skill training opportunities; a wonderful supportive staff body and great place to work!

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***





If you would like to apply for this role, please send a completed support staff application form and equal opportunities form ([downloadable from our website](#)) together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Kim d'Albertanson, HR Manager at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 8am on Monday 28<sup>th</sup> November 2022

**INTERVIEW DATE:** Week commencing 5<sup>th</sup> December 2022

**Early applications welcomed**



*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*





## Job Description – HR Manager

### JOB PURPOSE

To provide a first-class HR and recruitment management service to St Michael's staff and be responsible for all recruitment, HR processes and procedures throughout the school including recruitment, induction, mentoring, probation, employee relations, training, performance development, disciplinary, capability and absence management (using the Bradford Factor). The successful applicant will be able to multitask and manage their own priorities as well as those of the HR and Payroll Assistant. You would ensure that St Michael's is fully compliant with HR processes, Safer Recruitment best practice and that the Single Central Register (SCR) is fully compliant / accurate and up to date. You will have the ability to advise the Head and DFO on any employment law legislation updates, HR processes or staffing matters.

### RESPONSIBLE TO:

1. Head
2. Head of Pre-Prep
3. The Director of Finance & Operations
4. Governing Body

### KEY RESPONSIBILITIES

- Managing the day-to-day HR activities, keeping the Head and DFO up to date as required
- Manage the recruitment of all new Staff, Peripatetic Music Teachers, Governors, Contractors, Activity Providers, Volunteers and Work Experience Students including drafting and placing of adverts
- Arrange packs for the shortlisting panels and provide shortlisting skills grids when required
- Arrange interviews, tasks and lesson observations ensuring interview questions are relevant and compliant
- Ensure prompt and timely completion of all pre-employment checks and enquiries for all recruited roles, providing the file to the Head for sign off when complete
- Create offer letters and Contracts / Service Provision Agreements for all new appointments ready for the Head to sign
- Oversee all changes to terms and conditions /contractual changes, ensuring timely completion
- Ensure leavers are processed in a timely manner and that personnel files are up to date at all times
- Ensure paperwork for new starters, contract changes and leaver information is provided to the payroll provider in a timely manner
- Line managing the HR and Payroll Assistant, payroll administration is done by the assistant, but payroll is outsourced to an external provider
- Ensure all HR policies are reviewed and updated in accordance with current legislation in a timely manner
- Oversee staff training and manage the staff training budget, ensuring that Safeguarding, Prevent, Food Hygiene, First Aid, Fire and other statutory training courses are booked and completed to ensure we are compliant
- Work at both Prep and Pre-prep to ensure staff have the ability to speak to you confidentially when required





- Maintain all staff records in SIMS or other Management Information System (MIS)
- Carry out HR induction sessions for new staff
- Maintain the starters and leavers spreadsheet for Head and Governors
- Add new staff and scenarios to Budget Planning Software for the School Business Manager to utilise
- Manage staff absence records, using the Bradford Factor, provide guidance and assistance to Line Managers to conduct these interviews with staff
- Managing long term absence and referral to Occupational health where necessary
- Support Heads of Department with staffing issues, absence management, performance management or sickness absence
- Manage the Threshold process for teaching staff, writing to eligible staff and informing them of the process, writing the outcome letters
- Administer the Maternity / Paternity / Parental shared leave processes and ensure correct letters are written to the staff involved as well as advising payroll
- Provide HR guidance on performance management, grievances, disciplinary, investigations and capability issues
- Be a wellbeing ambassador for the whole school
- Provide reports as required by Head and Senior Leadership Team
- Provide termly reports to Governors for the Staffing & Remuneration Committee, you will be required to attend this meeting and summarise your report
- Support regular appraisals for all staff, keep the Head and DFO appraised of any performance issues ensuring these are well documented.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### PERSON SPECIFICATION

We are seeking a forward thinking and skilled HR Manager with the flexibility to evolve the role as the needs of the school change, and the communication skills to work effectively with a range of stakeholders. The successful candidate will have the following key skills, experience and attributes:

#### Qualifications and Experience required:

- CIPD level 5 preferred
- Experience of working in an educational establishment for at least 2 years is highly desirable
- Experience of SIMS is highly desirable
- Training in safer recruitment practices preferred
- Intermediate / Advanced skills in Microsoft Office applications (Outlook, Word, Excel) for document production to a high standard
- Conversant with GDPR





**Key Skills and Attributes:**

- Strong interpersonal skills with the ability to demonstrate a confident and effective rapport with all staff, being assertive where necessary
- Ability to maintain confidentiality with sensitive and confidential information
- Sound judgement and problem-solving skills
- Self-motivated and able to use initiative to prioritise work and meet deadlines
- Excellent communication skills (both written and oral)
- Strong problem-solving skills
- Attention to detail
- Ability to gather, analyse and use data effectively
- Ability to focus on detail and accuracy when compiling reports
- Ability to work to deadlines with conflicting demands and timescales
- Ability to work using you own initiative and contribute as part of a team
- Enthusiasm, positivity and forward-thinking
- Resilience and capacity to cope under pressure
- A good sense of humour

**All our staff need to be:**

- Eligible to work in the UK
- Ambassadors and professional advocates for the School, with strong personal credibility and the capacity to build good relationships
- Sympathetic with the Christian ethos and values of the School
- Resilient
- Organised and efficient
- Reliable and flexible

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with previous employers, online presence checks and an Enhanced Disclosure and Barring Service check.*





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*"At St Michael's we work as a team: teachers, pupils and parents."*

*-Deputy Head of Pre-Prep*



Wellbeing Award  
for Schools

2019-2022