

# BROOMHILL BANK SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** HR & Administration Director

**REPORTING TO:** Director of Business, Estates & Communication (DBEC)

**PRIMARY PLACE OF WORK:** Tunbridge Wells

**SALARY RANGE:** KR 12 (Minimum £47,435.00 – Maximum £55,280.00 pa – depending on experience)

**DIRECTED HOURS:** 37 hours per week, 52 Weeks per year

**EFFECTIVE DATE OF JOB DESCRIPTION:** November 2022

<b>JOB PURPOSE</b>	
To support the DBEC with the strategic aims of the school, to develop workforce strategies and plans; to ensure its people, policies, culture and working practices enable high performance and organisational capability.  Working independently under the direction of the DBEC to provide recommendations as detailed in the Job Description, whilst ensuring, excellent relationships with students, staff, and parents to provide an effective service to each of these stakeholders.	
<b>PRINCIPAL ACCOUNTABILITIES</b>	
<b>1</b>	<b>HR DUTIES</b>
1.1	To audit the current practice, to identify and lead change management projects as identified by the DBEC and Executive Headteacher.
1.2	Recognise HR delivery practices to meet the needs of an expanding workforce and review current policies and procedures to deliver best value solutions.
1.3	Under the direction of the DBEC create a workforce support package to best support the development and needs of staff,
1.4	To support the DBEC to work with middle and senior leaders in dealing with key people management and development issues, including resourcing, careers development, performance management, succession planning and a range of HR matters.
1.5	To support the DBEC advising the HR team, middle and senior leaders on strategies for dealing with HR cases, helping to assess the risk and benefits of possible courses of action to obtain the best outcome for all parties
1.6	To work with the DBEC to support middle and senior leaders within the school to apply creative solutions within the schools' frameworks and policies; with a solution focused approach by offering alternatives on broader issues with a wide impact.
1.7	Under the direction of the DBE, manage the HR team, to develop and deliver a comprehensive and professional service, including Transactional HR; Payroll; Advisory, Policy; HR Support; resourcing; learning and development.

1.8	Support the DBEC in the delivery and promotion of the Health and Wellbeing programme across the workforce.
<b>2</b>	<b>Administration Duties</b>
2.1	Provide a comprehensive service to the school operating as a manager in the deployment of the Admin Team in order to respond to the needs of the school.
2.2	Develop and agree service development plans for the administration team including setting performance targets in line with the schools' values.
2.3	Exemplify excellent customer service, training and guiding administration staff on the delivery of exceptional service
2.4	To support in the preparation and ensure timely submission of information to Kent County Council Management Information Unit by the prescribed deadlines and in the prescribed format by secure data transfer for all statutory returns including pupil census and workforce census.
2.5	To organise effective visitor control procedures for school events such as parent's consultation evening, special assemblies, school productions, sports day and attend after school events if required, ensuring strict safeguarding measures are adhered to at all times.
<b>3</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b>
3.1	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
3.2	Treat information relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.
3.3	Raise any issue, concern or grievance relating to this employment directly with the Director of Business, Estates and communication in the first instance.
3.4	Any other duties that may reasonable be required by the Executive Head of School or Governors.
3.5	You will be required, in line with the need of the school, to work at either BBS(W) or BBS(N).
3.6	Review this JD with the Director of Business and Estate annually. Any changes will be made following consultation.

Agreed by: \_\_\_\_\_ (Job Holder)

Agreed by: \_\_\_\_\_ (Line Manager)

#### Note

1. This job description describes duties which the Postholder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets of the main expectations of the School in relation to the Postholder's professional responsibilities and duties.
2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the Postholder.
3. Broomhill Bank School recognises diversity and expects all staff to adhere to the school's equality duties and treat all students and work colleagues fairly regardless of race, colour, gender, disability, age or religious belief.

***The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.***

***Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.***