

HR & Compliance Manager

Job Description

The Governing Body expects that staff at Spring Grove School are flexible and multi-skilled and able to take on any portfolio or area of responsibility. The challenges and demands in a school mean that specific responsibilities have to change from time to time, and this role is one in which adaptability and creativity are paramount. This list should not be seen as exhaustive.

Human Resources

- Coordinate/arrange the full recruitment process including preparing job descriptions, placing advertisements, arranging interviews, preparing offer letters and contracts and overseeing staff induction, ensuring the school is compliant with Child Safeguarding Guidelines including arranging and recording pre-employment checks e.g. references, work permits, DBS clearances, List 99 checks and medical clearances etc. Oversee leavers' routine and arrange exit interviews;
- Maintain the Single Central Register;
- Maintain personnel files and records efficiently, including records of pay, deductions and pensions, and in accordance with employment law and the Data Protection Act;
- Ensure compliance with probationary, maternity, paternity, adoption, capability, absence, dismissal, redundancy and sickness and all other staff related policy procedures;
- Accurate tracking and logging of staff sickness data and associated reports;
- Organise staff training- ensuring all staff are trained on pool safety, first aid, fire safety, H&S, Minibus etc, and appropriate records of training logged;
- Log time sheets and keep accurate records ready for the monthly pay run;
- Process the monthly payroll including deductions of childcare vouchers, salary sacrifice scheme and pensions;
- Check existing contracts and assist with the production of new contracts; and
- Annual archiving and record management.

Health & Safety

Ensure compliance with relevant Health & Safety legislation, including but not limited to:

- Arranging the fire risk assessment;
- Arrange the maintenance of the fire equipment and alarm system;
- Arranging for all legislative and relevant health & safety checks (e.g. COSHH, legionella, asbestos, etc.);
- Monitor, record and where appropriate report accidents and dangerous occurrences including compliance with RIDDOR regulations;
- Ensuring controls and procedures are in place to mitigate risks;
- In conjunction with the Facilities Manager, ensure that daily, weekly and other scheduled checks of both building fabric and safety systems are carried out and recorded; and
- Establish robust procedures and processes to ensure safe working practices, including issuing permits to work for contractors.

Compliance

- Ensure that the School's policies and procedures are fully compliant with all demands, both legislative and of the Independent Schools' Inspectorate;
- Develop procedures and practices to ensure that these requirements are met; and
- Ensure that appropriate records are maintained to ensure compliance in all areas including Data Protection, Safeguarding and Health & Safety.

General

- Provide administrative support to the Bursary and School Office; and
- Any other reasonable tasks as requested by the Head or Bursar.

All staff at Spring Grove School are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals;
- Work cooperatively with other colleagues and members of the SMT;
- Act professionally in all situations;
- Attend and contribute constructively to meetings, as required to do so;
- Arrive at school at a time to ensure they are prepared to organise or assist as needed;
- Attend school functions and concerts, as required to do so;
- Help review policies and to participate in working parties, as required to do so;
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities;
- Be conversant with the School's Safeguarding Policy and treat pupils with kindness and respect; and
- Be aware of the School's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.

Additional information:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder will be able to work within the school's normal working day but it is expected that, in a busy independent preparatory school, certain duties may reasonably require extra attention out of school hours and in holiday time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The school undertakes to provide appropriate induction, mentoring and professional development for the HR & Compliance Manager.

PERSON SPECIFICATION:

Title: HR & Compliance Manager

Spring Grove School is dedicated to safeguarding and promoting the welfare of its pupils.

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications/ Professional Development	Minimum GCSE grade C (or equivalent) in English and Maths	School Business Management/Health & Safety/HR qualifications
Skills and Experience	Excellent organisational skills and eye for detail Fluent in written and spoken English Strong IT skills in Microsoft Office (e.g. Word, Excel) and databases	School Business Management/Health & Safety/HR experience Experience of working in the education sector Experience of working with Sage Payroll and Google Docs
Knowledge		Aware of legislative requirements, inspection regimes, Safer Recruitment and Safeguarding and general good practice as required
Personal competencies and qualities	Well presented, conscientious and reliable Polite, calm and flexible Adaptable and able to respond calmly to unforeseen circumstances Able to remain calm under pressure and prioritise workload Discreet and comfortable maintaining confidentiality Ability to form and maintain appropriate relationships and personal boundaries with colleagues, pupils and parents Excellent telephone manner	