



St Michael's Prep School

The Joy & Wonder of Learning



HR Manager

Salary: £38,000 - £43,000 *

Application Deadline:

Monday 12th December 2022 at
8am

To start: 01.03.2023 or soon after

Interview Date: Monday 19th
December 2022

Full Time: 40 Hours per week

**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 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 focused 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 and Payroll Assistant to line manage, who works term time plus 3 weeks in the school holidays.

We can offer you:

A first-class working environment, supportive colleagues, competitive salary, small class sizes, free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment to the St Michael's Support Staff Pension Scheme and continuous professional development.

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

APPLICATION DEADLINE: 8am on Monday 12th December 2022

INTERVIEW DATE: Monday 19th 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, taking responsibility for all related processes and procedures.

RESPONSIBLE TO:

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

KEY RESPONSIBILITIES

Staff Performance

- Manage the Threshold process for teaching staff and support regular appraisals for all staff, keeping the Head and DFO appraised of any performance issues
- Oversee staff training and manage the staff training budget, ensuring that statutory training courses are booked and completed
- Provide guidance on performance management, grievances, disciplinary, investigations and capability issues
- Line-manage the HR and Payroll Assistant
- Be a wellbeing ambassador for the whole school

Compliance and Information

- Ensure that St Michael's is fully compliant with statutory HR processes, Independent Schools Inspectorate (ISI) requirements and Safer Recruitment best practice
- Ensure that the Single Central Register (SCR) is fully compliant / accurate and up to date
- Ensure that personnel files are up to date at all times
- Ensure paperwork and processes for new starters, condition / contract changes and leavers are carried out effectively and that key teams are informed in a timely manner
- Ensure that all HR policies are dynamically reviewed and updated in accordance with current legislation
- Maintain all staff records in SIMS or other Management Information System (MIS)





Recruitment Management

- Add new staff and scenarios to Budget Planning Software for the School Business Manager to utilise
- 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 interviews, tasks and lesson observations ensuring interview questions are relevant and compliant
- Arrange packs for the shortlisting panels and provide shortlisting skills grids when required
- Create offer letters and Contracts / Service Provision Agreements for all new appointments ready for the Head to sign
- 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
- Oversee the induction, probation and mentoring process and carrying out HR induction sessions for new staff

Sickness and Absence

- Manage staff absence records, using the Bradford Factor, provide guidance and assist Line Managers to carry out appropriate absence related processes
- Manage long term absence and referral to Occupational Health where necessary
- Support Heads of Department with staffing issues, absence management, performance management or sickness absence
- Administrate the Maternity / Paternity / Parental shared leave processes and ensure correct letters are written to the staff involved as well as advising payroll

Reporting

- Provide reports as required by the Head and members of the Senior Leadership Team
- Provide termly reports to Governors and attend the termly Staffing & Remuneration Committee meeting
- Maintain the starters and leavers spreadsheet for the Head and Governors
- Keep the Head and DFO up to date on internal and professional developments as required

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. You will have the ability to advise the Head and DFO on any employment law legislation updates, HR processes or staffing matters. The successful candidate will have the following key skills, experience and attributes:

Qualifications and Experience

- CIPD Level 5 preferred (other relevant qualifications will be considered)
- Experience of working in an educational establishment for at least 2 years is highly desirable
- Experience of SIMS or other Management Information System is highly desirable
- Intermediate / advanced skills in Microsoft Office applications (Outlook, Word, Excel)
- Training in safer recruitment practices desirable (can be provided if appointed)
- Conversant with UK GDPR

Key Skills and Attributes

- Strong interpersonal and relationship building skills with the ability to be assertive where necessary
- Excellent communication skills (both written and oral)
- Ability to maintain confidentiality with sensitive and confidential information
- Sound judgement and problem-solving skills
- Self-motivation, initiative and ability to prioritise work and meet deadlines
- Ability to gather, analyse, use and present data accurately and effectively
- Enthusiasm, positivity and forward-thinking
- Team player
- 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
- 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