**JOB TITLE: Human Resources Manager**

**SCALE: Kent Range 8**

**RESPONSIBLE TO: School Business Manager**

**RESPONSIBLE FOR: HR Officer KR5**

**RESPONSIBILITIES AND DUTIES**

To manage all aspects of the Human Resources for the school including recruitment, appraisal process and staff absence and providing reports to the SBM upon request.

Principal Duties and Responsibilities:

* Employee Relations Advice and Guidance
* Providing first line professional, comprehensive, and timely advice to leaders and staff on a range of general HR queries such as sickness and other absence cases, capability disciplinary, grievance, performance management, redundancy, restructure, safeguarding, dignity at work, diversity, and equality.
* Ensure all practices and procedures are consistent, fair, accurate, transparent, and comply with employment law.
* To ensure the school has a proactive approach to absence management, providing day to day advice and support to managers including collating and interpreting timely sickness, authorised or unauthorised absence information/data. To support return to work meetings, to advise on occupational health referrals and the reports received, stress risk assessments, trigger points, phased returns and reasonable adjustments.
* Work closely with the Business Development Manager, Headteacher and Governors on resolving people led problems and issues by fully considering and putting forward a range of innovative solutions which meet business requirements whilst complying with policy, employment law and statutory regulations.
* Managing and advising on complex employee relations cases such as disciplinary and grievances including attendance at hearings and undertaking investigations where needed, advising the Headteacher, senior leaders and liaising with legal support if required.
* Keep up to date with best practice HR, legislative changes and new developments and work closely with Unions to support continuous improvement in employee relations.
* Support Senior Managers in conducting consultations and collective bargaining with employees and trade union/professional body representatives
* To ensure the Headteacher, senior leaders and managers are implementing school policies and procedures correctly and support them in this.
* To ensure HR policies and procedures are cascaded and available to all members of staff as part of their induction and at training events.
* Maintain secure and accurate employee records and HR databases including information about absence, discipline, grievance or capability, ensuring they are held in accordance with General Data Protection Regulations (GDPR).
* Provide relevant management information and statistics as required Recruitment and retention practices.
* To support HR projects such as a new HR Management system. Recruitment and retention practices
* To advise on and co-ordinate where appropriate, effective, robust and innovative recruitment, selection and induction processes, including producing job descriptions and adverts, assisting with the interview and selection design process whilst ensuring compliance with safer recruitment responsibilities.
* Checking details of new staff and ensuring that all identification documents are satisfactory.
* To ensure robust Disclosure and Barring Service (DBS) disclosures and other pre-employment checks.
* To produce and maintain employment offer letters and contracts, ensuring all contractual information is accurate.
* To review and verify requests for variation and other employment contractual changes. Induction, Performance Management, Wellbeing
* To support senior leaders to ensure new members of staff receive an appropriate induction to their role, their team and the school.
* To assist with the development of a performance management programme ensuring all staff have access to high quality training and continued professional development and carry out their roles effectively.
* To assist in the consistent application and monitoring of a performance management and pay/grading framework.
* To work with senior leaders in the development and implementation of a school wide wellbeing strategy to ensure staff feel valued, motivated and supported. Other responsibilities
* Ensure all HR queries are dealt with promptly and reliably.
* Organising volunteer and work experience placements.
* Challenge discriminatory actions and behaviours and take appropriate action to ensure compliance with equality and diversity standards.
* Understand, uphold and promote the school’s values in everything you do.
* Deal effectively and calmly with emergencies, should they arise.
* Meet regularly with the School Business Manager.
* To attend meetings as required.
* Undertake HR administration tasks as required.
* Any other duties as reasonably required by the Leadership Team.

**JOB SPECIFICATION: HR Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

**CRITERIA QUALIFICATIONS**

• 5 GCSEs or equivalent A\*-C, including Maths and English at grade C or higher

 • Level 5 CIPD qualified or relevant equivalent

 • Safer Recruitment trained desirable

**EXPERIENCE**

• Significant experience of working within an HR function both from an operational and strategic perspective with experience of managing HR casework including recruitment, and absence management

• Successful experience of delivering high quality, effective and appropriate HR advice and support to Senior managers

• Experience of working in an educational setting

• Experience of contributing to the development and implementation of HR polices in line with employment law and best practice and ability to interpret legal and statutory requirements

 **SKILLS AND ABILITIES**

• Demonstrate high levels of personal integrity, discretion, honesty, reliability, and self-awareness

• Ability to show sensitivity and objectivity in dealing with confidential issues

• High level of an attention to detail and accuracy, conscientious with a strong work ethic

• Able to work effectively as part of a team, with strong coaching and mentoring skills

• Displays an openness to new ideas and different ways of working

• Displays enthusiasm to broaden own experience, knowledge and skills which are also shared openly within the wider team

• Able to lead and influence people

• Able to adapt to changing circumstances and new ideas, self-motivated and emotionally resilient using self-evaluation and reflection effectively

• Creative, constructive, insightful, intuitive and innovative approach to problem-solving

• Excellent organisational skills and the ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions

• Flexibility, on occasions and within reason, in approach to working hours

**KNOWLEDGE**

• Interest in and ability to keep up to date with latest HR practices and legislation in schools and, where relevant, elsewhere.

• Sound knowledge and understanding of key HR processes and legislation

• Knowledge of Occupation Health Referral system

• Excellent levels of literacy, including written and verbal communication skills

• Have a detailed knowledge of safer recruitment, safeguarding and Child Protection policies

• Sound knowledge of FOI / Data Protection

• High level of competency in using Microsoft applications and other software applications (esp. SIMS, SAM, Inventory