

Job Description

School:	Meadowfield School	
Job Title:	Human Resources Manager	
Postholder's Name	TBC	
Grade: KR10	Hours: 37 per week	Weeks per year: 52

Responsible To:	Director of Finance and Business Services
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Purpose of the Job

To lead on the development and implementation of Meadowfield School's Human Resources strategy.

To lead and develop the HR team ensuring a high-quality comprehensive HR service, supporting senior leaders of the school's Leadership Group and governors. Effective professional contributions as a key member of the Extended Leadership Team and relevant working groups.

The HR Manager will support Meadowfield's work as a founding member of Kent Special Educational Needs Trust (KSENT).

Key Duties and Responsibilities

Workforce Planning

- Ensure there is a clear plan with effective strategies to identify and recruit the staff required with the appropriate skills and aptitudes to meet the needs of the school development plan.
- Support the Director of Finance and Business Services with resource planning.
- Work with the Executive Principal, Principal and Governors to ensure succession planning for key posts.

Recruitment and Appointments

- Develop and implement effective processes to ensure best quality staff are recruited to commence employment when required.
- Ensure recruitment administration is consistently efficient and effective.
- Continually review recruitment processes and practice to ensure compliance with legal requirements, school policy and best practice with particular regard to Safer Recruitment.
- Ensure all recruitment checks and records required are completed including enhanced DBS and the Single Central Record.
- Ensure effective induction arrangements are in place to support new appointments including volunteers.
- Monitor probationary periods for support staff ensuring probationary reviews and subsequent decisions are actioned at the correct time.

- Work with the Leadership Group to raise the profile of Meadowfield School as a best practice employer.

HR and Staffing

- Advise and support managers with the effective deployment of staff.
- Ensure any changes to role, grade or pay follow the agreed approval processes and are processed in accordance with school procedure.
- Coordinate the appraisal, performance management and pay review processes in line with school policies.
- Undertake reviews of Job Descriptions and Person Specifications.
- Develop, implement and review school HR policies to ensure consistent with employment law, best practice and school needs.
- Provide expert HR advice and support to school leaders, managers, and governors
- Conduct investigations in HR processes and provide advice or guidance to colleagues to achieve positive outcomes.
- Ensure a pro-active approach to positive management of absence in order to minimise costs and impact of staff absence as well as improve staff retention and wellbeing.
- Undertake risk assessments for staff members, ensuring they are up to date, compliant with relevant guidance and all stakeholders are informed of their responsibilities.
- Make referrals of staff to occupational health as required, oversee the coordination of any reasonable adjustments to expedite safe, sustained return to work and support line managers with return-to-work interviews.
- Working collaboratively with the Leadership Group and other colleagues to ensure staff wellbeing is optimal by developing a range of strategies to build a healthy working, inclusive environment.
- Support the senior school leaders with the identification of key training needs and the delivery of training sessions.
- Provide and present reports on HR issues with relevant comparative data for the Leadership Group and Governing Body.
- Ensure HR files and records are maintained, and statutory returns are completed in accordance with school needs, relevant employment law provisions and data protection (GDPR) regulations.
- Oversee the maintenance of logs and monitoring for pecuniary interests, equal opportunities, recruitment feedback etc. and provide reports as required.
- Ensure terminations of employment are managed effectively and professionally including management of exit interview arrangements.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, as determined by Meadowfield School.

Safeguarding responsibilities

- To understand the role and responsibilities of all staff in the safeguarding of children in the School and in providing a safe environment in which children can learn
- To understand and meet the responsibilities as set out in the latest edition of Keeping Children Safe in Education
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with KCC's Equal Opportunities Policies.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concern to an appropriate person.

Person Specification

	Criteria	Essential /Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ● <i>CIPD qualified</i> ● <i>Educated to NVQ L3 or equivalent-</i> ● <i>Generalist HR experience at a senior level with up to date working knowledge of employment law and best practice HR</i> ● <i>Evidence of continuing professional development</i> ● <i>Experience of lead HR role in a change management project</i> 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills & Abilities	<ul style="list-style-type: none"> ● <i>Excellent interpersonal skills; confident individual who can communicate in a positive and professional manner</i> ● <i>Ability to lead and develop a small professional team to deliver high quality HR service meeting needs of school leaders</i> ● <i>Ability to develop excellent working relationships at levels</i> ● <i>Ability to develop and implement HR strategy to meet school plans</i> ● <i>Excellent investigation and report writing skills</i> ● <i>Strong organisational and prioritisation skills</i> ● <i>Ability to analyse HR data and make informed judgements</i> ● <i>Ability to implement best practice HR policies, projects and initiatives</i> 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other Attributes	<ul style="list-style-type: none"> ● <i>Enthusiasm for supporting the wellbeing of self and others</i> ● <i>Works and leads others in support of Meadowfield values</i> ● <i>Resilient and emotionally intelligent</i> ● <i>Proactive, flexible and adaptable</i> ● <i>Discretion, tact and confidentiality at all times</i> ● <i>Able to work under pressure, to deadlines and produce accurate results</i> ● <i>Passionate about HR and how HR can impact positively on the learning and development of pupils at Meadowfield</i> 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>