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**Ifield School**

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**Mrs Maddie Arnold-Jones   
Headteacher**

**HR Lead – Job Description**

**Location:** Ifield Foundation Special School

**Name:**

**Hours:** Full-time, 37 hours per week, Term Time plus 3 weeks, Start and Finish times to be agreed.

**Salary Scale:** Kent Range 7/8 depending on experience.

**PURPOSE OF JOB**

* To take a lead role in HR, including recruitment, absence management, performance management, onboarding, HR systems and disciplinary and grievances, ensuring all matters are dealt with promptly and reliably.
* To ensure that all pre-employment processes are in line with safer recruitment guidelines and recruitment procedures are strictly followed and are legally compliant, including the maintaining of the Single Central Record.
* The role will also include some general administrative duties to support the Leadership and Administration teams.

**REPORTING TO:**  1. Headteacher

2. Director of Finance and Resources

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

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| 1. To work closely with the Director of Finance and Resources and Headteacher to develop HR strategies in the application of HR policies and processes. |
| 1. To oversee all HR procedures, line managing the HR Administrative Assistant and working closely alongside the administration team. 2. To develop effective working relationships with key stakeholders including, but not limited to, Headteacher, leadership team, staff, governors, pupils and parents. |
| 1. Recruitment and selection to incorporate all aspects, including assisting with job description design, placing advertisements, arranging interviews, gaining acceptable references, shortlisting, all relevant checks including right to work, DBS, qualifications and teacher registration. |
| 1. Onboarding, including overseeing the process for induction and ensuring that all new employees are aligned with the procedures and processes at Ifield School, and that all new staff are integrated and confident within their new role. 2. To update all systems including HR, Payroll and the MIS system with employee details in a timely manner for all staff changes including new starters, contract changes and leavers. 3. Collect and submit data for the School Workforce Census in line with statutory guidance. |
| 1. Oversee absence procedures and recording, referrals to Occupational Health and identifying trends and patterns of absence. In collaboration with the Director of Finance and Resources arrange return to work interviews and informal meetings regarding absence. 2. To support the Headteacher with managing the processes of disciplinary and grievances. 3. To play key role in managing probation processes linked to all staff. 4. Produce monthly absence reports for the leadership team and Governing Body. |
| 1. Generate HR correspondence for all areas of HR responsibility in internal and external stakeholders. |
| 1. To support the Headteacher with the provision of references for existing members of staff. 2. To assist in the preparation of reports to the Governing body on HR related matters. 3. Advising on terms and conditions of employment and policies and procedures. 4. To co-ordinate the administrative arrangements linked to performance management by assisting with the annual performance review process for all staff. 5. To work as a supportive member of the administrative team carrying out tasks for the leadership team and administration team as required this may include duties, such as minute taking and covering the front reception. 6. To provide HR advice and support across The Cedar Federation as and when required.   These duties may vary from time to time to meet the changing demands of the school at the discretion of the Headteacher. |

“**Only the Best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Name:** | **Name:** |
| **Signed:** | **Signed:** |
| **Date:** | **Date:** |