



Weald of Kent
Grammar School

HR Manager (Maternity)

Job Description



Employment Status:

Full Time/Part Time:

Grade:

Salary:

Fixed Term (Maternity Cover)

Full-Time

Kent Range 8

£28,598 - £32,333 per annum

*Actual salary for 37 hours per week, 43 weeks per year (plus INSET & Open Events):
£27,608.51 - £31,214.28 as per 23-24 pay scales*

Hours:

37 hours per week (Mon-Thurs 8am-4pm and 8:00am-3:30pm on Friday)

Term-Time/All Year Round:

Term Time + 4 weeks

Start Date:

February 2024

Closing Date:

Wednesday 6th December 2023, 9am

Interview Date:

W/C 11th December 2023

Location:

Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

The Team

Reporting to: HR Director

Our HR team consists of HR Director, HR Manager, HR Officer and HR Apprentice. The HR team cover all aspects of people management including; recruitment and retainment of staff, training, contracts and contract changes, performance manager and employee relations.

About the Post

We are looking to appoint an enthusiastic and driven HR Manager. You will work closely with the HR Director to successfully manage the HR department, ensuring that all policies and procedures are followed in line with legislation. You would be responsible for HR processes to include; recruitment, onboarding, induction, contracts, absence management and advising managers of grievance, disciplinary and capability procedures where required.

Job Description

Specific Duties and Responsibilities:

- To ensure the Single Central Record is accurate and up to date, completing all required checks in a prompt and efficient manner.
- To work closely with the HR Director to provide a high-quality support for all elements of the employee life cycle.
- To ensure all records and information relation to employees are correctly maintained and accurate, including personnel files, spreadsheets and SIMS.
- To work with the HR Officer and HR Apprentice to ensure an effective recruitment process is followed to include:
 - Ensuring all vacancies are advertised with the required safeguarding statements.
 - Receiving and logging application forms, liaising with the hiring managers.
 - Taking a lead on recruitment days ensuring it runs smoothly for both the candidate and hiring managers.
- To take the lead on Safer Recruitment processes for new starters to include:
 - Completing of all pre-employment checks such as references, DBS, online searches, medical questionnaires etc.
 - Ensuring all offer letters and contracts are issued on the same day (or day after) of offer to create a good candidate experience.
 - To work with hiring managers with new staff inductions, ensuring all required training is completed and logged.
- To work with the HR Director to advise SLT and Managers on HR processes to include grievances, disciplinary and capability.
- Line management responsibility of the HR Officer and HR Apprentice.
- To ensure all HR processes are completed accurately to include leavers, contract changes, maternity, paternity and probations.
- To work closely with the Finance department to process payroll on a monthly basis.
- Working with the HR Director on change projects to include; policies, performance development and processes.
- Oversee all annual staff returns to ensure they are collated and returned, as required.
- Maintain accurate records for staff attendance and monitor requests for holidays and other absences.
- Ensure employees and line managers are familiar with absence procedures and requirements including certifications and return to work meetings.

Person Specification

	Essential	Desirable
Qualifications		
Degree or equivalent		✓
CIPD qualification or equivalent professional development relevant to the post		✓
Experience		
Experience of working in a school environment		✓
Extensive relevant experience in the HR profession	✓	
Experience of contributing and developing HR policies and procedures	✓	
Experience of managing leading recruitment and selection processes	✓	
Experience of effectively managing attendance levels	✓	
Extensive experience of writing contracts/contract changes and other HR communications	✓	
Skills & Knowledge		
Knowledge of current employment legislation		✓
Effective and accurate communication skills – orally and in writing	✓	
Strong ICT, numeracy and literacy skills	✓	
Caring and calm approach	✓	
Able to work with others to achieve common goals	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confident in own ability to be effective and to take on challenges	✓	
Builder of teams, networks and collaborations to secure the best outcome	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Awareness of data protection, child protection and safeguarding		✓
Personal Attributes		
Ability to inspire, challenge and motivate colleagues and students alike	✓	
Have a positive approach	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Capacity to work hard and perform well, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and be a team player	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities		
Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice	✓	
A commitment to inclusive education	✓	



Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



Application Process and Safeguarding

Applications

Application forms can be found on our website or on tes.com and should be sent to Human Resources on HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org. We look forward to hearing from you.