

Federation of Westminster Special Schools & Bi-Borough Inclusion Service



Federation HR and Admin Manager Candidate Information Pack



About the Federation

The Federation created in 2012 has two special schools College Park School and Queen Elizabeth II Jubilee School. College Park School is expanding and currently operates on four sites within Westminster. Queen Elizabeth II Jubilee School currently operates on one site but it is anticipated that a satellite at a nearby mainstream school will be developed. The Bi-Borough Inclusion Service provides specialist advice, support and training to mainstream schools in Westminster and Kensington and Chelsea. The service consists of specialist advisory, teachers, SEN occupational therapists and Service development Officer. The service is based on a separate site in Westminster. Both schools were inspected by Ofsted in 2022 and both were graded “Good”

We also have Kennet West Skills Centre which is located on the same site at Queen Elizabeth II Jubilee School. The provision at the skills centre is managed and delivered by Westminster Kingsway College as an extension of the college providing places for students with complex learning needs. The co-location of this provision provides a unique opportunity to work closely with the college so that students are provided with a supported pathway into further education with an appropriate curriculum that meets their needs. The skills centre has students from the Federation, Westminster and neighbouring boroughs.

The Federation provides high quality specialist provision for children and young people aged 4 – 19+. At College Park School we cater for children and young people with Autism. Queen Elizabeth II Jubilee School caters for children and young people with severe learning difficulties/Profound and Multiple learning difficulties.

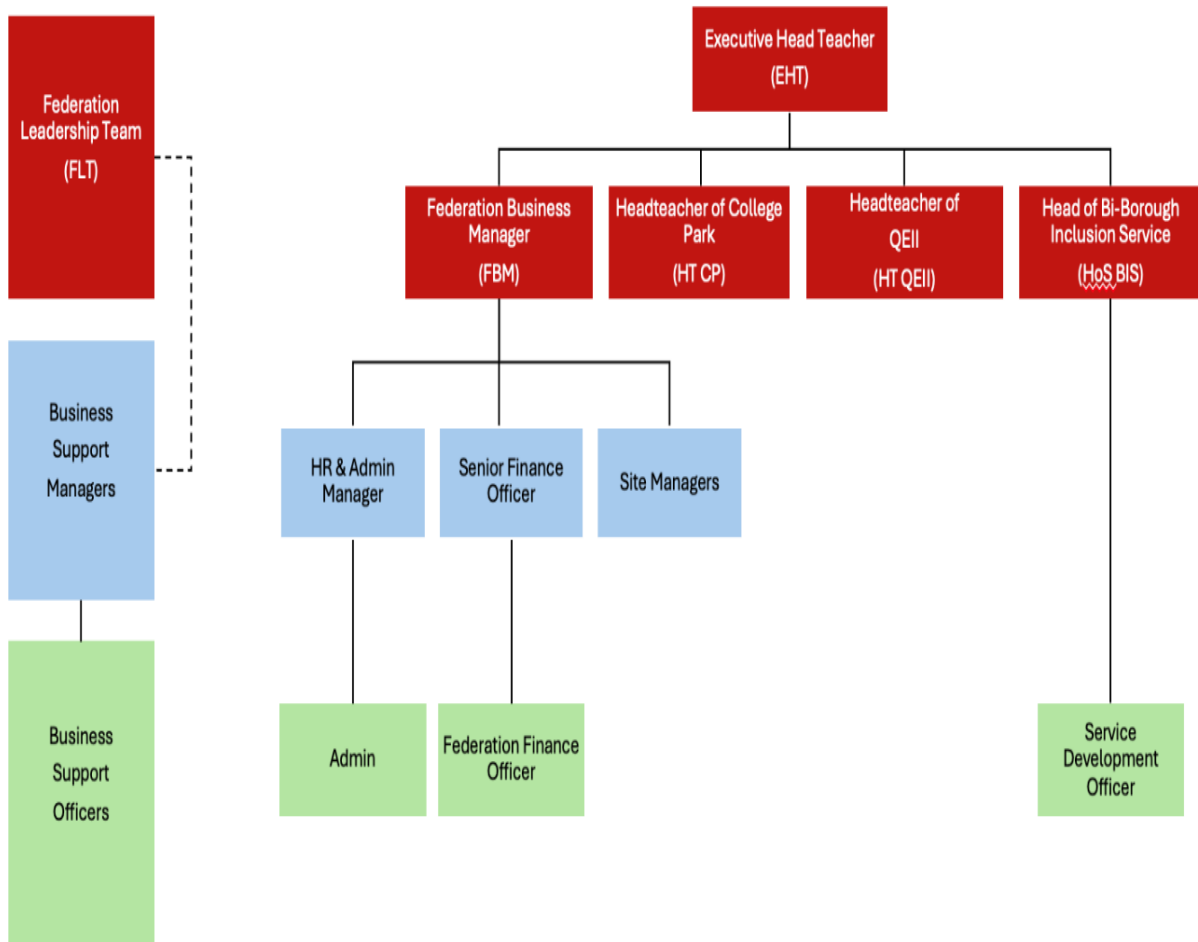
We are passionate about ensuring all our children and young people receive the best opportunities we can provide. All have their own personal learning programmes set within a needs-led, integrated curriculum. By using a primary model of delivery, our class-based staff are able to really get to know the children, young people and their families, enabling us to work effectively in partnership to support their learning needs.

Both of the schools are based in modern buildings. Being located in Westminster provides our pupils with a wealth of opportunities to experience and learn a range of life skills within busy communities. It also supports our SMSC curriculum by enabling access to a richness of cultures and diversity. All our staff are dedicated to ensuring the best for all pupils they work with and recognise that the Federation will offer pupils and themselves new opportunities to develop skills, experience and knowledge.

This is an exciting time to be a member of the Federation Team. Business support plays a key part in supporting the Federation and the quality of the provision we provide for our children, young people and staff



Our Federation Leadership Team and Business Support Structure



Job Description

Job Title:	Federation HR and Admin Manager
School:	Cross-Federation - Two maintained special schools
Pay range:	WCC Band 4 £53,109 - £62,457
Responsible to:	Federation Business Manager
Responsible for:	HR Function and line management of admin staff
Hours:	Full Time or Term Time only
Holiday	30 days annual leave for all year round working.

Main purpose:

The Federation HR and Admin Manager is a member of the Federation Business Support Team and is responsible for providing an efficient and effective HR and admin support function, to circa 200 staff, across the Federation aligned to the Federation's aims and strategic priorities.

Duties and Responsibilities:

Recruitment and Staffing:

- Manage staff vacancies, providing support to recruiting managers on all aspects of recruitment and selection.
- Take the lead for Safer Recruitment across the Federation and oversee all procedures to ensure the safeguarding of children is adhered to.
- Work with members of the Federation Leadership Team to ensure the Federation is supported to make the best possible use of staffing resources.

Employee Relations:

- Act as the key point of contact in providing HR advice and guidance to staff – liaising with our HR Provider as necessary.
- Support and promote a positive work environment and culture that reflects the Federation's vision, mission, ethos and values.
- Support and promote staff wellbeing and wellbeing initiatives.
- Oversee HR casework, including disciplinary, grievance, absence management, performance, conduct and capability.

Performance Management:

- Co-ordinate the Federation's annual appraisal scheme for all staff in liaison with the Executive Headteacher, Headteachers and the Head of Bi Borough Inclusion Service.
- Provide guidance and support to managers on performance related issues

Absence Management:

- Monitor and track employee absences, including sick leave and other types of leave.
- Support Federation Headteachers and Head of Bi Borough Inclusion service in managing staff absence.

Training & Development:

- Co-ordinate and manage induction and training for new and current staff

- Work with the senior leadership team to ensure statutory training is up to date and an annual training log is kept
- Promote a culture of continuous learning and development and professional growth

Policy Development & Compliance:

- Work with the Federation Business Manager in the co-ordination and management of Federation policies ensuring that they are reviewed, updated and communicated in a timely manner.
- Ensure policies comply with legal and regulatory requirements.
- Ensure practices are adhered to in accordance with employment legislation, Westminster City Council and Federation policies. Continuously review systems, practices and processes in ensuring compliance and best practice across all aspects of the employee lifecycle.

HR Administration

- Ensure personnel records are kept up to date in accordance with statutory and audit requirements.
- Ensure all aspects of safeguarding administration including maintenance of the SCR are kept up to date and compliant.
- Produce key HR information and data for reporting to the FLT and governing board; attending meetings and presenting reports and information as required.
- Liaise with the Senior Finance Officer regarding changes to headcount, payroll and associated budget implications
- Assist the Federation Business Manager with GDPR related queries
- Preparing employment contracts and processing contract variations.

Diversity and Inclusion

- Promote equality, diversity and inclusion across the Federation, creating an inclusive work environment.
- Ensure equal opportunity across employment practices

Administration Management

- Responsible for the day to day running and line management of the admin function.
- Ensure delivery of effective Federation and whole school reception/administrative functions.
- Work closely and in collaboration with the Headteachers regarding the deployment of admin staff.
- Develop the admin workforce with a coaching culture and ambitious CPD

To undertake any other duties/tasks that fall within the scope of this post

Safeguarding Children and Safer Recruitment

The Federation is committed to safeguarding and promoting the welfare of children and young people as required by the Education Act 2002 and taking account of “Working Together to Safeguard Children” and “Keeping Children Safe in Education”. The Federation expects all staff and volunteers to share this commitment.



A	Qualifications and Training	
A1.	CIPD (Chartered Institute of Personnel and Development) level 5 or other suitable HR qualification/training.	E
B	Experience	
B1	Proven experience as a HR Manager or similar role, working in a school or Local Authority environment	E
B2	Experience of preparing and presenting clear accurate information, reports and briefings.	E
B3	Experience of recruiting, managing and developing individuals / team.	E
B4	Substantial experience of prioritising, managing your workload, with effective planning, ability to multi-task meeting deadlines and achieving required outputs	E
B5	Experience of using HR databases and systems	E
C.	Skills and Knowledge	
C1	Demonstrable knowledge of generic HR best practice	E
C2	Knowledge and understanding of education HR processes, procedures and systems	E
C3	Ability to interpret legal and statutory requirements	E
C4	Detailed understanding of Data Protection and confidentiality	E
C5	Working knowledge of employment law, Safer recruitment requirements, policies and codes of practice	E
C6	Strong interpersonal skills demonstrating diplomacy and discretion	E
C7	Excellent verbal and written communication skills and attention to detail.	E
C8	Understanding of the role of governance within a federated school structure.	D
C9	Knowledge / experience of SEND – Special Educational Needs and Disability or a willingness to learn	E



D.	Personal Qualities	
D1	Commitment to the protection and safeguarding of children and young people.	E
D2	Commitment to valuing and respecting the views and needs of children and young people.	E
D3	Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.	E
D4	Ability and commitment to work in close collaboration with Executive Headteacher, Headteachers Head of BIS and Governors	E
D5	Ability to form and actively promote positive working relationships with staff at all levels	E
D6	Ability to develop the admin support team with a coaching culture and ambitious CPD	D
D7	Ability to work under pressure and to prioritise effectively paying attention to detail	E
D8	Commitment to working within organisational procedures and processes and to maintain confidentiality at all times.	E
D9	Reflective practitioner and learns from past experiences committed to continual personal and professional development.	E