



Job title:	HR Manager
Main purpose of job:	The HR Manager works alongside the Senior Leadership Team and is responsible for the effective management of HR and associated HR administration within the School.
Position reports to:	Headteacher
Responsible for:	HR Department and line management of administrative team
Location:	Ripple / Broadstairs
Disclosure level:	Enhanced

Main Responsibilities and Role

- ☐ Proactive, day to day management of HR within the school across sites.
- ☐ Manage and oversee all of the HR systems and processes within the school.
- ☐ Supporting the Head Teacher to ensure that recruitment, appraisal, disciplinary and grievance processes are followed in accordance with employment law.
- ☐ Lead and manage absence management of staff within school.

Main Duties

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- Ensure that return to work forms are completed, sickness absence is monitored and meetings arranged with SLT members when trigger points are reached. Write invitation letters to staff and send meeting outcome letters. Conduct Stage 1 sickness absence meetings and organise/ facilitate and minute Stage 2-4 meetings with SLT involvement.
 - Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
 - Collate, record and distribute staff attendance data and hold relevant meetings with staff members when required.
 - Ensure that leave of absence requests are completed by staff, authorised by the Head Teacher (or as delegated by them) and are recorded for payroll purposes and filed.
 - Create and maintain Job Descriptions, under the guidance of the Head Teacher.
 - Work with the Bursar to ensure pay is fair and transparent.
 - Monitor staff turnover and reasons for leaving and advise the Head Teacher. Complete exit interviews with staff leaving the school.

- Responsible for management of maternity, paternity, adoption and parental leave processes and queries from employees
- Provide guidance to staff and line managers on company policies and procedures
- Attend SLT meetings as required and provide HR advice and actions.
- Engage in regular active dialogue with the Head Teacher about the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Management and development of the administrative team, delegating appropriate work to them and ensuring high levels of delivery and acceptable performance.

Safer Recruitment

- Lead and manage all external and internal Recruitment and Selection. Maintain an overview of staff vacancies, planning recruitment schedules when vacancies become available, writing adverts and job descriptions, placing adverts, arranging interviews, informing unsuccessful candidates etc to ensure that the highest standards in staff recruitment are maintained.
- Ensure that recruitment processes are compliant with requirements of Safer Recruitment Practices, as set by KCSIE.
- Support other staff in shortlisting candidates for particular posts.
- Conduct teaching assistant and administrative interviews.
- Liaise with agencies to find supply staff if required, negotiating costs in order to ensure best use of resources. Booking agency staff when needed and keeping records regarding performance should they be required for future use
- Ensure new recruits, contractors, tutors, volunteers have the correct checks, satisfactory references and DBS documentation prior to starting.
- Responsible for the creation of offers of Employment, contracts and annual salary letters.

Induction

- Manage and oversee the induction process, plan line manager meetings and ensure they are completed within the timeframe given.
- Review and update the induction process to ensure it is fit for purpose.

Policy, Documentation and Guidance

- Continually review legislation to ensure all policies and procedures are compliant, up-to-date and all staff are aware of relevant policies and regulations, consulting with our internal and external HR support providers(e.g. Peninsula)
- Ensure the schools compliance with Follow Safer Recruitment Practices in all recruitment processes and ensure staff involved in recruitment are also adequately trained in and adhering to follow these processes.
- Ensure the effective development, review and implementation of the school's HR policies and practices, including payroll & pensions, and deal with day to day enquiries regarding HR and pay.
- Oversee the creation and maintenance and updating of the Staff Handbook.
- Ensure all contract and offer documentation is up to date and lawful

Staff Records

- Ensure that HR systems are up to date with new starter information, absences, leavers, and other changes.
- Responsible for ensuring the Single Central Register (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers and Cavendish Education staff.
- Oversee the management of all staff personnel files, both in hard copy, electronically on our own school drive and on any staff data management systems the school uses.

Performance Management

- Support SLT with all performance management in induction as well as during the appraisal process.
- Ensure that all staff have the necessary training at Induction, inset and throughout the year - together with the Administration Officer, maintain accurate records of training.
- To ensure that the School is fully compliant with Data Protection Regulations, in particular ensuring that personnel files are regularly stripped of out of date data, which is archived or destroyed as required and in line with retention guidance.
- Ensure that accurate records are kept of all staff annual appraisal and mid year supervision meetings.
- Oversee and conduct investigations and casework, for example disciplinary, as required by the Headteacher.

Employee Relations

- Working with Peninsula, our third party providers, lead and manage employee relations issues, such as disciplinaries or grievances
- Oversee and conduct investigations and casework, for example disciplinary, as required by the Headteacher.
- Coach and develop other staff who are involved in the resolution of employee relations issues.
- Resolving first line employment queries.

Staff Wellbeing

- To be involved in the creation and analysis of staff wellbeing questionnaires to understand issues and causes.
- To lead activities and initiatives to improve staff wellbeing and morale.
- Promote employee benefits and proactively initiate other benefits and schemes where appropriate.
- To guide and support managers to conduct staff 'wellbeing meetings' when there is an issue, particularly where this is mental health related.
- Be an impartial and boundaried listener to staff concerns and action appropriately. Act as a signpost for outside support for staff wellbeing where required.

Staff Development

- In conjunction with the Head Teacher, oversee the implementation of the Staff Training and Development policy.
- Oversee the identification, planning, provision, evaluation and recording of learning and development activity across the staff team.
- Support managers in identifying team and individual learning needs following staff appraisals and mid year supervisions (link to agreed targets).
- Assist with the organisation of INSET days, online training and off site CPD as needed (communicating with the Administration Officer).

Communication

- To expertly manage difficult conversations to produce positive outcomes.
- To model and promote constructive communication culture within the school.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- Ensure that the Headteacher is kept updated with all HR matters, and in the Headteacher's absence refer matters to the relevant member of the Senior Leadership Team (SLT) for action.
- Liaise as required with governors, staff (teaching and support), students and parents/carers and other stakeholders on behalf of the Headteacher.
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Headteacher.

Other

- Carry out any other duties, commensurate with the post, which, from time to time, may be necessary for the good order of the school, as directed by the Headteacher.
- Attend training sessions and meetings as required.
- Seek, consider, and act upon professional support and advice as required.
- To meet deadlines and manage workload effectively
- To model and promote constructive communication culture within the school.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- To expertly handle all confidential information with discretion
- To actively engage in the Performance Management Review process.
- To understand and demonstrate practice of equality and diversity.
- During school holidays cover Reception if required.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

- ☐ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- ☐ To actively promote the school's corporate policies.
- ☐ To comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.

General Duties

- ☐ To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- ☐ To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- ☐ To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- ☐ To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Safeguarding

- ☐ To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Safeguarding and Child Protection Policy which contains the names and points of contact for all relevant agencies.
- ☐ To participate in all Safeguarding and Child Protection training required by the school.
- ☐ To immediately report any incidents of a Safeguarding and Child Protection nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

Signatures

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Date	Designation
			HR Manager
			Headteacher