

The Beacon – HR Manager - Job Description and Person Specification



Job Title:	HR Manager
Salary range:	Kent Scheme G - £34,421–£36,363
Responsibility to:	Head of Operation
Contract:	Permanent, All year round
Hours:	37 hours per week - 8am-4pm (M-T, 3:30pm on Fri)

Main purpose of the role:	<ul style="list-style-type: none"> To provide a strategic and operational HR support across the School. Areas include HR policy and strategy, recruitment, employee relations, performance management, HR reporting and compliance, onboarding, payroll oversight, and staff wellbeing. Work closely with the Head of Operations and SLT to ensure effective workforce planning and alignment with the school's strategic goals
----------------------------------	--

Main duties

Duties and Responsibilities	<p>Employee Relations</p> <ul style="list-style-type: none"> Provide expert advice to SLT and governors on staffing matters (absence, capability, disciplinary, grievance, restructure, parental leave). Coach and upskill line managers to effectively handle and chair employee related cases in line with school policies and ACAS code of conduct Provide advice and support for staff on the nuances of HR policies and procedures, ensuring clarity and understanding Oversee probation processes and maintain accurate records. Implement effective absence management procedures. Conduct exit interviews and report trends <p>Recruitment</p> <ul style="list-style-type: none"> Develop and deliver recruitment strategies for teaching and support staff. Manage end to end recruitment and selection, including adverts, interviews, candidate communication, and onboarding. Maintain accurate safer recruitment records whilst ensuring compliance of Safer Recruitment Practices, as set by KCSIE. Responsible for the creation of offers of employment, contracts and annual salary letters Responsibility for ensuring that SLT are aware of any staff requiring a risk assessment and that this is formalised in advance of starting. Oversee induction Ensure compliance for volunteers and work experience placements. <p>Performance Management</p> <ul style="list-style-type: none"> Support SLT in delivering performance management processes. Advise on disciplinary, capability, and grievance procedures. Oversee investigations and casework as required. Monitor and support staff during probation period, providing guidance and support to the line manager and employee as required <p>Payroll</p> <ul style="list-style-type: none"> Prepare and verify monthly payroll for external processing. Liaise with payroll providers and external agencies. Provide guidance on remuneration, benefits, contracts, and statutory entitlements. <p>Training & Development</p> <ul style="list-style-type: none"> Identify and coordinate training needs and opportunities. Lead induction training and track training compliance.
------------------------------------	--

- Manage the eLearning platform and ensure completion of mandatory training.
- Deliver HR specific training and source external trainers.
- Conduct training needs surveys.

Staff Wellbeing

- Act as a visible point of contact for wellbeing support.
- To be a trained Adult Mental Health First Aider
- Support the delivery of the school's Wellbeing Charter.
- Analyse wellbeing data and implement engagement initiatives.
- Promote staff benefits and the EAP.

Policies, Compliance & GDPR

- Develop, review, and update HR policies.
- Ensure full compliance with employment law, safeguarding, safer recruitment, and GDPR.
- Ensure strict confidentiality and compliance with GDPR in all matters

General

- Ensure HR systems and staff records are up to date and accurate
- Complete workforce census
- Maintain the HR area on the Staff Quicklinks area of The Beacon intranet
- Support the wider school community and participate in school events.
- Engage in continuous professional development.
- Uphold equality, diversity, and safeguarding standards.
- Represent the school at external events/Workshops/Seminars
- To keep abreast of new developments in employment law legislation which may affect HR activities and school employment responsibilities
- Any other duties as reasonably required by the Head of Operations.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Person Specification – HR Manager

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A*–C including Maths and English • CIPD Level 5+ or working towards • Mental Health First Aid 	<ul style="list-style-type: none"> • Relevant degree • Safer Recruitment training • Coaching qualification
Experience (All Essential)	<ul style="list-style-type: none"> • Min. 3 years operational and strategic HR experience, including casework and recruitment • Experience supporting senior leaders and line managers with HR advice • Experience developing HR policies and interpreting legislation • HR experience in a school setting 	
Skills and Abilities (All Essential)	<ul style="list-style-type: none"> • Person-centred, holistic approach to HR • Strong integrity, discretion, and professionalism • Excellent communication and coaching skills • High attention to detail and accuracy • Strong organisational skills and ability to work under pressure • Collaborative and supportive leader • Flexible and adaptable working style 	
Knowledge (All Essential)	<ul style="list-style-type: none"> • Up-to-date HR practices and legislation • Strong understanding of key HR processes • Knowledge of safer recruitment, safeguarding, and child protection • Competence with Microsoft applications and HR systems (e.g., Arbor, iTrent, Perspective, National College, HR Connect) 	

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.