



JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy
Job Title:	HR Operations Lead
Reports To:	Director of Finance and Operations
Line Manages:	<ul style="list-style-type: none"> • HR Officer • HR and CPD Administrator
Working arrangements	36 hours per week, 52 weeks per year, on-site
Grade	Scale PO2 (£39,881 to £43,568)
<p>Parkwood Hall is a day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about our Co-operative values of self-help, self- responsibility, democracy, equality, equity, and solidarity.</p> <p>We currently have around 140 pupils on roll and approximately 145 staff. We have exciting plans to grow the school further to a roll closer to 190 pupils (with attendant growth in staff numbers) and broaden our age range to be 5-19 years old.</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p>Job Purpose/focus</p> <ul style="list-style-type: none"> • To deliver an integrated, effective HR function supporting managers across the organisation on our journey of continual improvement. 	
<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Own and lead on end-to-end HR operations covering the full employee lifecycle. • Line manage and develop the HR team, accepting that close liaison will be required with the <i>Assistant Principal Curriculum (Vocational & Destinations) & CPD</i>, who will provide strategic direction to the CPD-related aspects of the <i>HR and CPD Administrator</i> post. • Act as the escalation point for operational matters providing confident decision making. • Partner closely with our external support providers relevant to HR as in place from time to time, quickly forging a relationship based on trust and mutual respect, to deliver robust, commercially astute solutions for the whole organisation. • Lead on a variety of Employee Relations casework. 	

- Oversee and improve the quality and consistency of all HR documentation, audits, policy updates, communication with staff (past, present and future), senior leaders and Trustees.
- Ensure effective working with the school's payroll provider ensuring staff are paid consistently and correctly, and to liaise with the Senior Finance Officer as appropriate to ensure payroll costs are recorded accurately and in a timely fashion in the school's financial systems.
- Drive the effective use of HR systems and data as in place from time to time, to support evidence-based decision making, and to drive efficiencies in the full range of HR and payroll processes.
- Lead on projects as directed from time to time.
- Quickly, to develop and maintain effective relationships with colleagues across the organisation whether they be customers to the HR service you lead, or peers leading other services, or whatever.
- To undertake any other duties that are commensurate with the post.

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Line Manager.

Behaviour and Safety

- Follow school policy regarding maintaining good relationships with pupils.
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Model best practice in terms of leading and managing the HR function so as to be a beacon of excellent for teams across the whole organisation to aspire to match.

Team working and collaboration.

- Participate effectively and professionally in any relevant meetings/professional development opportunities at the school.

General and other duties

- To build effective relationships with all staff, volunteers, contacts, trustees, and other outside organisations.

General Responsibilities

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the public to promote and uphold the school's image.
- To ensure the health and safety of self, colleagues, students, and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.
- This job description reflects the current requirements of the post. As duties and

responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.	
General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying. Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents, and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence To be aware of the school's data protection policies and procedures for the security, accuracy and relevance of sensitive personal data held on such systems and ensure that all processes comply with this.
Safeguarding & Child Protection	<ul style="list-style-type: none"> To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the Designated Safeguarding Lead using safeguarding policies, procedures, and practice.
<p><i>This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties that fall within the grade of the job in discussion with the manager.</i></p> <p><i>The content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.</i></p> <p><i>The HR Administrator is expected to comply with all relevant Parkwood Hall policies, procedures, and guidelines, including those relating to Safeguarding, Equal Opportunities, Health and Safety, and Confidentiality of Information.</i></p>	
Signatures:	
Employee _____ Date _____	
Principal _____ Date _____	
Person Specification – HR Operations Lead	
Education & Qualifications	<p>Essential</p> <ul style="list-style-type: none"> Knowledge of general office procedures and practice Strong oral and written skills, likely evidenced by GCSE English at grade C or above <p>Desirable</p> <ul style="list-style-type: none"> A relevant qualification in HR such as CIPD Level 5 ILM/CMI qualifications and/or accreditations in leadership and

	management
Knowledge, experience and training	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in HR within central or local government, education, health and/or the charity sector. • At least five years' experience in relevant HR roles such as HR Manager, HR Business Partner, Senior Caseworker etc • A basic understanding of the operation of payroll, tax calculations and so on • Experience of working as part of a team. • Experience of organising work tasks and duties to meet appropriate service standards e.g., in terms of timeliness, accuracy and customer care. • An ability to respect sensitive and confidential work. • Willing to carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies. • Willing to abide by the Trust's Equal Opportunities Policy in the duties of the post, and as an employee of the Trust. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in HR within a school academy trust • A more developed understanding of payroll from having been directly involved in processing payroll for a similar-size organisation
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Able to communicate effectively with a wide range of people, at a range of levels, including prospective employees, employees, leaders and managers, and Trustees. • Able to work flexibly as part of a team. • Able to prioritise work tasks to meet conflicting deadlines for self and other members of the team. • Able to understand and follow instructions
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Resilient with a calm, professional manner. • Honest and able to maintain absolute confidentiality. • Commitment to the vision and values of Parkwood Hall Academy Hall. • Flexible and 'can do' attitude to competing commitments in workload. • Highly motivated and reliable • A willingness to develop problem-solving skills in complex situations. • A willingness to be flexible and support school wide activities. • Innovative and creative thinker.