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**Job Description**

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| **School:** | **Meadowfield School** | |
| **Job Title:** | **Human Resources Manager** | |
| **Postholder’s Name** | **TBC** | |
| **Grade: KR10** | **Hours: 37 per week** | **Weeks per year: 52** |

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| **Responsible To:** | **Finance and Business Services Director** |

**Purpose of the Job**

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| To lead on the development and implementation of Meadowfield School's Human Resources strategy. To ensure the efficient operations of the Human Resources functions supporting the Governors and Leadership Group. To provide a professional, efficient and effective HR administration and advice across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation while maintaining confidentiality and high professional standards at all times. The HR Manager will be expected to support Meadowfield’s work as a founding member of Kent Special Educational Needs Trust (KSENT). |

**Key Duties and Responsibilities**

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| Main Purpose  • Provide a professional, efficient, confidential and proactive HR support service  • Produce quality work that meets deadlines and is accurate and professionally presented  • Advise and support staff on HR matters, ensuring compliance with HR policies and procedures liaising with the Leadership Group and School Business Manager as necessary  • Be the first point of contact for HR related enquiries  • Deliver excellent customer service at every opportunity  • Member of the Extended Leadership Team  Recruitment and Appointment  • Oversee the recruitment process ensuring all the policies and procedures are adhered to  • Oversee the issuing of offer letters, contract variation letters and organise contracts as required  • Oversee DBS checks in line with current guidance  • Support the management of the Single Central Records in line with current guidance  • Oversee compliance with Safer Recruitment requirements  • Support induction programmes for all staff  • Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time  • Oversee the application process, safeguarding checks and induction of volunteers  • Work with the school Leadership Group to raise the profile of the school as a means to further secure successful appointments  Staffing  • Ensure any changes to role, grade or pay follow the agreed approval processes and are processed as per the agreed procedure  • Co-ordinate the annual appraisal, performance management and pay review administration, undertake reviews of job descriptions and person specifications  • Support the Finance and Business Services Director with resource planning information including staff costs  • Support Governors and the Leadership Group with a strategic plan for succession planning  • Actively promote and further develop a culture of health, communication and inclusion  Human Resources Administration  • Provide advice to staff regarding Employee Relations issues, referring to the Leadership Group as appropriate  • Provide HR support at formal HR meetings, including drafting invite letters and attending meetings as required  • Conduct investigations including providing advice and guidance to colleagues as necessary  • Liaison with employee representatives in relation to employment matters  • Manage the exit interview process, including conducting exit interviews as required  • Support the Leadership Group with reports for the Governing Body and provide accurate and timely data as and when required  • Develop statistical data to provide performance indicators in relation to absence data, retention data, recruitment data in order to; minimise detrimental impact on students and outcomes; improve value for money, staff retention and staff wellbeing  • Maintain a log of HR policies and procedures and ensure policies requiring review are drafted in line with current best practice and statutory requirements in readiness for Governing Body approval  • Oversee the maintenance of logs and monitoring for pecuniary interests, equal opportunities, recruitment feedback etc. and provide reports as required  • Ensure HR files are created and maintained  • Oversee the data cleanse of staff records  • Manage statutory returns, e.g., Workforce Census,  • Support the work of the Designated Safeguarding Leads  • Ensure compliance with GDPR as part of a working group  Absence Management and Well Being  • Support absence monitoring and return to work interviews  • Ensure Active Absence is effectively utilised and where absence indicators require additional action to follow up appropriately and create absence reports as required  • Undertake risk assessments for staff members, ensuring they are up to date, compliant with relevant guidance and all stakeholders are informed of their responsibilities  • Make referrals of staff to occupational health as required and oversee the coordination of any reasonable adjustments as recommended by occupational health  • Support staff wellbeing working collaboratively with the Leadership Group and other colleagues to ensure staff wellbeing is optimal by developing a range of strategies to build a healthy working environment  These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, as determined by Meadowfield School.  In addition to the key responsibilities above:   * Promote and safeguard the welfare of children and young people within the school: * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |

**Person Specification**

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|  | **Criteria** | **Essential /Desirable** |
| **Qualifications and Experience** | * *CIPD qualified* * *Educated to NVQ LS or equivalent-* * *Generalist HR experience with up to date working knowledge of employment law and good HR practice* * *HR experience within a school setting* * *Experience in a special school setting* * *Experience of handling difficult situation and conversations successfully* * *Experience operating H R databases* * *Evidence of further professional development* * *Experience of change management* | E  E  E  D  D  D  E  E  E |
| **Skills & Abilities** | * *Excellent interpersonal skills; confident individual who can communicate in a positive and professional manner* * *Able to influence* * *Able to work alone or in a team* * *Able to use initiative* * *Excellent management skills* * *Outstanding strategy and planning skills* * *Excellent administrative and IT skills including Word and Excel (or equivalent systems)* * *Professional and friendly telephone manner* * *Strong numerical skills* * *Excellent written and oral communication skills* * *Strong organisational skills* * *Ability to analyse data and make informed judgements* * *Ability to review, develop and implement HR systems* * *Ability to lead on HR projects and initiatives* | E  E  E  E  E  E  E  E  E  E  E  E  E  E |
| **Other Attributes** | * *Enthusiasm for supporting the wellbeing and education of pupils with profound, severe and complex needs* * *Ability to see development projects through to successful completion* * *Resilient and emotionally intelligent* * *Proactive, flexible and adaptable* * *Punctual and conscientious* * *Excellent attention to detail and accuracy* * *Discretion, tack and confidentiality at all times* * *Good time management and the ability to prioritise workload* * *Able to work under pressure and to deadlines and produce accurate resuIts* * *Can do attitude* * *Passionate about HR!* | E  E  E  E  E  E  E  E  E |