Job Title: Human Resources Co-Ordinator
Hours: 36 hours
Status: Permanent
Scale: PO3/4 depending on experience

Responsible to: School Business Manager

Job Purpose:
The HR Manager is responsible for providing a practical and solution focused HR function to the school and is the first point of contact for all HR related matters. Working closely with the Senior Leadership Group, the HR Manager is responsible for designing and delivering a HR Strategy that supports the School's Strategic Plan.

Main Duties:

- Provide comprehensive HR support to the management team and all staff.
- Provide advice and guidance to managers on HR related issues
- Manage employee relations caseload including capability, disciplinary and grievance processes.
- Work closely with departments in assisting line managers to understand and implement policies and procedures, such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Provide proactive HR advice and support suitable for the school environment.
- Work independently to research and update HR policies and procedures ensuring compliance with ISI and Safer Recruitment guidelines and recommendations.
- Ensure 100% compliance with all dimensions of HR ISI, OfSTED and Safer Recruitment guidelines.
- Provide basic employment law advice.
- Maintain and review the School's employment manual to ensure best practice.
- Provide thought leadership on ad hoc HR projects.

KEY TASKS

Recruitment and Induction

The HR Manager is actively involved in the recruitment of all staff, including volunteers, peripatetic teachers, coaches and other personnel deemed to be included under Safer Recruitment recommendations and in accordance with the school's Staff Recruitment Policy and Procedures. This will include:

- Guiding the Head Teacher, and Business Manager in the development of job descriptions and person specifications and in setting essential and desirable criteria;
- Preparing offer letters and contracts of employment for all staff appointed to the school.
- In conjunction with the Head, SLT and Business Manager review and update job descriptions and person specifications
- Take responsibility for the induction process for all staff.

HR Compliance

- To ensure compliance with all employment legislation.
- To ensure that the school's Safer Recruiting Policy is adhered to.
- Ensure that the Single Central Register of appointments is maintained as required by ISI.

Performance Management

Work with senior management to assist in:

- Managing the teaching and support staff performance management systems.
- Motivating staff to engage in the performance management process.
- Analysing training needs identified in performance reviews and from other sources.
- Sourcing relevant and cost effective training solutions.
- Providing training sessions, including inductions for new staff.
- Leading training sessions on implementation of HR initiatives.

Contracts of Employment

- Review contractual terms and conditions in line with employment legislation.
- Advise on current pay scales and other remuneration issues.
- Ensure adherence to the working time directive.
- Maintain the school's HR database

HR Systems

- Support the Business Manager and Head in the provision of accurate and timely information related to HR policies and practices.
- Re-engineer in-house HR processes.

HR Leadership

- Keep up-to-date with changes in employment legislation and provide advice on employment law.
- In consultation with the Heads Bursar, liaise with the school's HR lawyers as and when necessary.
- Ensure adherence to all HR processes for example probation, appraisals, disciplinary, capability and absence procedures.
- Promote the HR department as an added value service to the school community.
- Work with appropriate parties on reward strategy.
- Develop induction procedures for non-teaching staff, advise senior managers on the correct procedures to be followed in managing staff absence and sickness and to record and report levels of absence to your office.
- Conduct exit interviews as necessary.
- Liaise with all staff on HR matters.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children.

2. Commitment to Equal Opportunities.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School
The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the school is subject.

Date: March 2021