



<u>Job Description:</u>	H.R. Manager
<u>Responsible to:</u>	Headteacher
<u>Line Manager:</u>	Headteacher
<u>Purpose of the Post:</u>	To plan, coordinate and manage HR functions, ensuring effective strategic and operational management of HR support across the school
<u>Pay Range:</u>	Scale 10
<u>Time Allocation:</u>	37 Hours + 15 days holiday working

Main Duties and Responsibilities:

- To manage the recruitment process for teaching and support staff thus ensuring safe recruitment procedures are followed – including:
 - Placing advertisements;
 - Taking up references;
 - Paperwork for successful candidates including all pre-employment checks, appointment letters and contracts issued;
 - To ensure that the Headteacher and Chief Financial Officer receive all the information they require regarding staff appointments and payments.
- To assist with interviewing staff as necessary
- To manage manual and computerised data for all purposes including contracts, salaries, staff files and the SWC return
- To liaise with the Chief Financial Officer on confidential salary information for payroll and budget monitoring
- To ensure that contracts of employment are issued for all school staff as necessary
- To manage an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts.
- To manage an effective payroll input system
- To liaise with the school's external H.R. advisor to ensure correct procedures and advice are followed
- To maintain the Single Central Register and ensure the information is accurate and up to date and complies with current statutory guidance
- To provide advice and guidance to staff on personnel matters e.g. pay and conditions, codes of practice, policies and procedures
- To maintain all performance review documentation, staff attendance and absence records



- To manage an effective system recording staff absence, ensuring medical certificates are received and relevant forms are complete
- To maintain regular contact with staff that are on long-term sick leave and updating the Senior Leadership Team as appropriate
- To manage all referrals to Occupational Health, ensuring relevant follow up meetings are held, as appropriate
- To hold return to work meetings and complete risk assessments when needed
- To ensure the probationary procedures for all staff are adhered to in accordance with the school's probation policy
- To be responsible for preparing and submitting all data for submission of Schools Workforce CENSUS, ensuring it meets current requirements, is up to date and accurate, investigating and rectifying any highlighted errors or warnings and ensuring that the school is compliant with statutory guidelines
- To ensure staff personnel files are properly maintained and secured and that data is handled in accordance with statutory provisions, GDPR policies and school policies
- To place information on the web-site e.g. re staff vacancies
- To be the main point of contact for team leaders re personnel issues
- When matters of staff discipline, competency or redundancy occur, to support the process, provide advice and invite parties to meetings/hearings, assisting the Headteacher or line manager in the completion of the necessary documentation and compliance of the relevant policy when appropriate convening the governing committee, and taking minutes when required
- To support staff disciplinary and investigatory meetings, ensuring comprehensive paperwork is provided and attend to take minutes. To investigate some matters initially in liaison with the Headteacher and line managers, issuing appropriate management advice where necessary.
- To undertake the review, development and implementation of HR policies, procedures and guidance as part of an annual policy review as required
- To identify and implement HR solutions to support continuous improvement in HR operations and drive staff wellbeing initiatives
- To line manage the Payroll and HR Administrator
- To act as Team Leader for senior Support Staff