

Post Title: HUMAN RESOURCES MANAGER

Place of Work: West Heath School, Sevenoaks

Hours of work: Full time – 37.5 hours per week Monday to Friday, 52 weeks a year

Salary: £ 35,000 to 40,000 per annum

Accountable to: Deputy Principal

Main Purpose of role:

To provide the School with an effective operational and strategic human resources management service.

Principal tasks and responsibilities:

HR compliance

- To ensure that the school is fully compliant in terms of employment and equality legislation and good practice
- To follow safer recruitment practices in all recruitment processes and for ensuring the Single Central Register is up to date and accurate for all contacts with the school
- To advise the Senior Leadership Team and when necessary the Trustees, on policy changes necessary due to developments in employment law and good practice
- Provide SLT and Trustees with HR metrics on a regular basis with commentary where necessary

Recruitment

- To lead and manage the overall process for external and internal recruitment and selection including the preparation of effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates
- To lead and manage the shortlisting and interview process ensuring compliance at all stages of the recruitment process.
- Issue letters of appointment, contracts of employment and provide any associated documentation during the employment lifecycle of a member of staff.
- Manage the probationary review and appraisal process ensuring review meetings are held and recorded.

Employment policy and procedure

- To provide information, training, advice and guidance to SLT and managers on the proper implementation and practice of the school's HR policies and procedures
- To monitor staff attendance, in line with the school's policies and procedures, including conducting absence management meetings and advising line

managers in absence procedures and Occupational Health referral when necessary.

- To support the Principal and SLT in matters relating to HR issues including disciplinary, grievance, capability matters.
- To deal with other staffing issues that may arise including handling issues of staff welfare and long term sickness
- Manage communications to staff during maternity/paternity leave including returning to work meetings, keeping in touch days, changes including updates in legislation
- Provide communication to all staff on any HR related matters and manage the Staff Handbook (paper or online)
- Review, develop and maintain HR policies and procedures ensuring that they meet all statutory and legal obligations
- Monitor staff absence and implement strategies to manage, monitor and improve staff attendance and well-being

General

- To act as a positive ambassador and role model for the School in all opportunities supporting the School mission, goals and values
- To maintain a high standard of probity in professional, personal and financial matters, maintaining good relations with colleagues and external partners
- Undertake CPD as necessary to ensure current HR practice is maintained
- Work flexibly and efficiently to maintain the highest professional standards
- To act in accordance with the School's code of conduct
- To uphold and promote the School's commitment to equality and diversity
- To undertake any other duties as may reasonably be required.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

CRITERIA	ESSENTIAL/DESIRABLE
Qualifications:	
Full CIPD Membership (Member or Fellow Status)	E
Degree or equivalent	E
Diploma in Management Studies or similar management qualification	D
Experience:	
Sound experience of HR operational and strategic management	E
Experience of working within an education environment	D
Employment tribunal preparation and attendance	D
Development and maintenance of HR policies and procedures	E

Preparation and delivery of management HR related training	E
Line management of small team	E
Knowledge:	
Sound and current knowledge of employment law	E
HR good practice	E
HR and Payroll systems	D
Technical skills/abilities to include:	
Management coaching skills	E
Reflective, and embraces new initiatives in order to improve performance.	E
High level IT skills especially Microsoft packages and HR systems	E
Ability to work as part of a diverse team	E
High level verbal and written communication skills	E
Proactive and flexible approach	E
Attention to detail and accuracy	E

Signed..... Date.....

Name (Block Capitals).....