



## Job Description

<b>POST:</b>	School HR Manager
<b>RESPONSIBLE TO:</b>	Operations and Facilities Manager
<b>SALARY:</b>	Grade 8 SCP 22 - 27 (£31,364 - £35,745 to be pro-rated)
<b>LOCATION:</b>	The Wilnecote School
<b>WORKING PATTERN:</b>	37 hours per week, 41 weeks (i.e. Term Time plus 2 weeks)
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS with childrens barred list check
<b>KEY RELATIONSHIPS:</b>	Headteacher, Senior Leadership Team, PA To Senior Leadership Team and HR/Office Administrator, Finance Manager, Office Manager, School Governors.
<b>RESPONSIBLE FOR:</b>	Effective and Efficient organisation of school Human Resource Management in line with DFE and Community Academies Trust policies and procedures.

## MAIN PURPOSE

Under the direction of the School Leadership Team:

- Day to day operation of the HR function of the school, ensuring compliance with all necessary legislation and best practice.
- To support the School Leadership Team in all aspects of people management.
- To liaise with the CAT Central Team as required.
- To contribute to the delivery of effective administration systems within the school, and to contribute to the development and monitoring of support services and/or management of some support staff.

## HR Management

- Support the School Leadership Team in planning, development, design, organisation and monitoring of support systems / procedures / policies.
- Maintain awareness of changing employment legislation and new developments.
- Support the process of investigating HR issues (e.g. disciplinary matters, grievance procedures).
- Attend Governors HR committee meetings, informing and advising Governors and the School Leadership Team on HR matters where required.
- Support liaison with Professional Associations.
- Maintain confidential staffing records (manual and computer).
- Ensure internal systems are updated to reflect all staffing changes (e.g. email distribution lists, telephone list, staff handbook, information on website).
- Manage any Flexible Working Requests.
- Manage any Maternity/Paternity and/or Family Leave requests including liaising with Payroll regarding Maternity Pay.
- Arrange staff exit interviews, ensuring that all school property is returned.
- Support the School Leadership Team in promoting staff welfare.



## Recruitment and Selection

- To manage the recruitment process including:
- Development of new job descriptions and person specifications.
- Liaising with the CAT Central HR team regarding new staff positions.
- Overseeing arrangements for advertising vacancies, and for interviews. Including working with the Marketing and Communications Manager and the Central HR team to ensure optimal exposure of vacancies.
- In conjunction with the Facilities and Operations Manager and PA to Senior Leadership Team and HR/Office Administrator:
  - (i) Manage and check the safer recruitment process including undertaking relevant checks (e.g. DBS, Right to Work etc)
  - (ii) Maintain the Single Central Record in line with Ofsted and CAT Safeguarding requirements.
  - (iii) Manage pre-employment checks (e.g. Occupational Health Referral, references etc).
- Liaise with Operations and Facilities Manager and Assistant Headteacher for Safeguarding to make arrangements for the induction of new staff.
- Manage the probationary period of new staff by keeping line managers up to date with policy and procedures.

## Professional Development

- Ensuring that all necessary performance reviews have been carried out and documented by the relevant line manager.
- Monitor safeguarding training of new recruits and annual updates are completed, to ensure compliance with Safeguarding requirements.
- Liaise with Assistant Headteacher for Staff Development, Operations and Facilities Manager and Finance Manager to ensure essential training courses are completed with consideration given to cover and available budget, and update staff records accordingly.

## Attendance Management

- Oversee leave of absence arrangements, ensuring staff use appropriate procedures including making sure line managers and senior leaders are aware and have agreed and/or denied requests.
- Monitor staff absence levels and escalate issues to School Leadership Team as appropriate.
- Manage the Return-to-Work process ensuring meetings are held with appropriate managers and correct paperwork is completed and recorded.
- Manage the absence process including monitoring and reacting to long term absence.
- Ensure that support programmes are in place in order to minimise sickness absence, and support staff returning to work after long-term absence.

## Additional Responsibilities

- Deal with complex reception/visitor etc. matters.
- Provide administrative and organisational support to other staff.
- Analyse and evaluate data / information and produce reports / information / data as required.
- Attend meetings as required, takes notes, prepare and distribute agendas / minutes / notes.
- Provide advice and guidance to staff on complex issue.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.



- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Plus, any other general duties which may arise during contracted hours.

### **Safeguarding Children**

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty -**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



## Person Specification

### Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

### Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

**Achievement - Academic:** We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

**Achievement - 'letting your light shine':** All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

**Achievement - relationships (Starfish Principle):** Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

### Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.



	Essential	Desirable
<b>Qualifications</b>	<p>CIPD Level 3 (or working towards)</p> <p>NVQ Level 3 in Business Administration (or equivalent)</p>	<p>Affiliate Membership of CIPD.</p>
<b>Experience, Skills and knowledge</b>	<p>Working in a HR Role at a Management level</p> <p>Process sensitive information confidentially and sensitively</p> <p>working knowledge of relevant policies / codes of practice and awareness of relevant legislation.</p> <p>Undertaking and supporting with HR related discussions</p> <p>Numeracy / literacy skills</p> <p>ICT skills</p> <p>Presentation skills</p> <p>Ability to manage own workload and work on own initiative.</p> <p>Ability to organise, lead and motivate other staff.</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Communication and interpersonal skills both verbal and written</p> <p>Ability to remain calm under pressure. Highly motivated</p> <p>Organisation and prioritising skills</p>	<p>Experience of development, management and operation of efficient and effective administrative systems</p> <p>Knowledge of safeguarding and recruitment</p> <p>Understanding of Keeping Children Safe in Education</p> <p>Experience of working within a School, in an administrative position.</p>



<b>Personal Qualities</b>	<p>Able to communicate with employees at all levels in the school.</p> <p>Emotional resilience in working in a range of situations.</p> <p>Ability to show initiative and play close attention to detail.</p> <p>Able to work independently and as part of a team.</p> <p>Commitment to equality</p>	
<b>Other</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	