



Job Description

Position:	Human Resources Manager
Responsible to:	Headteacher
Responsible for:	HR Administrator
Grade:	P03-P04
Working Pattern:	Full time
Disclosure Level:	Enhanced DBS

Core purpose of the post:

- To be responsible for the development, monitoring and implementation of policies and procedures relating to the effective use of personnel in the school.
- To provide strategic and operational leadership for all human resources functions across the school, ensuring compliance with employment legislation, safeguarding requirements and school policies.
- The HR Manager will lead on recruitment, employee relations, workforce planning, attendance management, performance management processes and staff well-being initiatives, enabling the school to attract, retain and develop a high-performing workforce.

Duties and responsibilities attached to this post are as follows:

Strategic HR Leadership

- Develop and implement the school's people strategy aligned to the School Improvement Plan.
- Provide professional HR advice and guidance to the Headteacher, Senior Leadership Team and Governors.
- Advising the Headteacher and governors on the policies and procedures needed to comply with legislation concerning employment laws and the implementation of these policies in school.
- Lead workforce planning to ensure appropriate staffing structures are in place to meet current and future needs.
- Produce workforce data, reports and analysis to support leadership decision-making.
- Contribute to organisational development and change management initiatives.

Recruitment and Retention

- Lead all recruitment and selection processes.
- Ensure safer recruitment practices are fully implemented and maintained.
- Manage recruitment advertising, shortlisting administration, interview arrangements and offer processes.
- Develop strategies to attract and retain high-quality teaching and support staff.
- Manage onboarding and induction processes for all new employees.

Employee Relations

- Provide expert advice and support on employee relations matters including:
 - Disciplinary procedures
 - Grievances
 - Capability processes
 - Attendance management
 - Flexible working requests
 - Family-friendly policies
 - Redeployment and restructuring
- Support managers in conducting formal investigations and hearings.
- Liaise with external HR providers, legal advisers and trade union representatives as required.
- Advise and assist the headteacher with the assessment of salaries/ job evaluation.

Performance and Professional Development

- Support the implementation of appraisal and performance management processes.
- Monitor completion of performance reviews across all employee groups.
- Assist leaders in identifying workforce development needs.
- Coordinate professional development opportunities and statutory training requirements.

Payroll and HR Administration

- Oversee the monthly payroll process ensuring accuracy and timely submission of payroll changes.
- Maintain accurate employee records and personnel files.
- Ensure contractual documentation is produced and issued promptly.
- Manage salary progression and incremental awards where applicable.
- Monitor staffing budgets and provide staffing reports to governors.

Compliance and Safeguarding

- Maintain the Single Central Record and associated safeguarding employment checks.
- Ensure compliance with:
 - Employment legislation
 - Keeping Children Safe in Education requirements
 - Equality legislation

- Data protection legislation
- School policies and procedures
- Lead HR audits and compliance reviews.
- Manage HR aspects of safeguarding allegations and referrals alongside the Designated Safeguarding Lead.

Attendance and Wellbeing

- Monitor staff absence and attendance trends.
- Manage occupational health referrals, support plans, medical risk assessments and pregnancy risk assessments.
- Lead wellbeing initiatives aimed at improving staff engagement and retention.
- Support return-to-work and reasonable adjustment processes.

Policy Development

- Review, develop and implement HR policies and procedures.
- Ensure policies remain compliant with current legislation and best practice.
- Present policy recommendations to senior leaders and governors.

Data Management and Reporting

- Produce regular workforce reports including:
- Staff turnover
- Sickness absence
- Recruitment activity
- Workforce demographics
- Training compliance
- Analyse trends and make recommendations for improvement.

General

- To assist in such duties and activities relating to any of the above areas, appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.
- To undertake exam invigilation, as required.
- To undertake lunchtime supervision as required.
- To actively support the vision, ethos and policies of the School.
- To promote and safeguard the welfare of children you come into contact with.
- This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Support the school's ethos and values.
- Promote equality, diversity and inclusion.
- Maintain confidentiality at all times.
- Participate in training and professional development.
- Undertake any reasonable duties commensurate with the grade and responsibility of the post.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality; no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

Essential / Desirable (D)

Qualifications

- Recognised degree OR a Professional qualification in a field relating to Human Resources such as a CIPD Level 5 qualification
- GCSE maths and English (Grade 4/C or above)
- CIPD Level 7 qualification. (D)
- Safer Recruitment training. (D)

Experience

- Significant HR experience in a complex organisation.
- Experience of employee relations casework.
- Experience of recruitment and retention strategies.
- Experience of managing payroll processes.
- Experience of policy development and implementation.
- Experience of advising senior leaders on HR matters.
- Experience of managing HR information systems.

Desirable Experience

- HR experience within education.
- Experience of working with trade unions.
- Experience of academy or maintained school environments.
- Experience of organisational change and restructuring.

Knows about:

- Employment law and HR best practice.
- Safeguarding requirements relating to recruitment and employment.
- Attendance and absence management procedures.
- Data protection and confidentiality requirements.
- Equality and diversity legislation.

Ability to:

- Excellent interpersonal and communication skills.
- Strong organisational and planning skills.
- Ability to analyse data and produce reports.
- Ability to manage multiple priorities and deadlines.
- Strong problem-solving and decision-making skills.
- High level of discretion and professionalism.
- Ability to influence and challenge constructively.
- Use ICT effectively as a management tool, be fully computer literate and able to use accounting packages, Word for Windows, Excel spreadsheets and databases, e-mail and internet.

Personal Qualities

- Integrity and professionalism.
- Resilience and adaptability.
- Commitment to safeguarding and promoting the welfare of children.
- Commitment to continuous improvement and excellence
- Highly organised.
- High levels of motivation and energy, ambitious and upbeat.
- Calm under pressure with a good sense of humour.
- Flexible and collaborative with a positive attitude.
- Entrepreneurial.
- Ability to work under pressure.
- Be passionate about high standards and achievement and excellence for all.
- Willingness to take a full role in the life of the school.