**JOB DESCRIPTION**

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| **Job Title:** | HR Manager (Maternity Cover) Approx. 1 year contract | **Department:** | HR |
| **Responsible To:** | Director of Finance & Operations | **Responsible For:** | HR Advisor and HR Admin |

**General**

Please refer to the Recruitment Pack for further information about Woldingham School.

**Role and Purpose**

This is a full-time role to provide maternity cover for around 12 months. Reporting directly to the Director of Finance & Operations, the HR Manager’s key purpose is to manage the HR team and to provide an excellent service in running the HR operations of the school. The HR Manager will be a member of the School’s Support Staff Management Team. The structure of this team is as follows:

The HR team consists of a full time HR Advisor and part-time Administrator. The HR Manager is responsible for overseeing all HR processes and procedures throughout the School, including recruitment, selection, induction, compliance, absence management, performance management and training. He/she will manage all these fundamental elements of HR management operate smoothly and effectively. Additionally, the HR Manager will work with the HR team and wider school staff to ensure the school is fully compliant with safer recruitment legislation.

**Duties and Responsibilities**

**Policy and Legal**

* Advise on HR policy and managing HR matters throughout the School by taking a proactive approach to ensure that the School fulfils its obligation to its employees.
* Provide SLT and line managers with advice on disciplinary and grievance matters; including termination of employment or redundancy.
* Keep abreast of all legislation relating to HR and ensuring that the School is compliant with this.
* Oversee the effective maintenance of records on staff working hours, sick leave, parental leave and absence ensuring that line managers take appropriate action in line with agreed policies.

**Recruitment, Compliance and Retention**

* Lead the team so the recruitment processes work well; there is effective and timely recruitment of all staff to the School, ensuring that job descriptions are accurate and roles are appropriately advertised.
* Manage the appointment and contract procedures are correctly carried out in line with legal and inspection requirements and School policies.
* Develop a thorough understanding of pre-employment and compliance checks specific to Schools and ensuring knowledge is kept up to date in this critical area, in line with ISI and other key regulations.
* Ensure that the Single Central Register (SCR) is always up to date and inspection ready.
* Maintain compliance with GPDR in all aspects of HR.
* Work with the Senior Deputy Head on wellbeing for staff and updating resources and organising support for staff as required;

**Training, Development and Performance Management**

* Coach, train and develop the HR skills and knowledge of managers and team leaders to enable them to handle HR matters with confidence, whilst maintaining strong support throughout processes.
* Ensure all staff have completed mandatory training and accurate records are maintained.
* Oversee the effective probation review, appraisal and induction processes for all support staff.

**HR Finance and Payroll**

* Manage the HR budget to finance recruitment, wellbeing and staff development.
* Advise managers on appropriate salary levels that are competititive and that pay practices across the school are applied fairly and consistently; making recommendations to improve practice where approrpiate.
* Providing timely information to instruct the Payroll to ensure that all staff are paid correctly and administer the pension schemes appropriately. Making certain that any changes to staff roles or pay are properly communicated and documented, including advising staff of annual pay reviews.
* Gather and accurately set out information on upcoming changes to the workforce to allow annual salary budgets to be calculated by Finance and assist in the production of forecasts.

**General**

* Manage the complex and busy workload for the HR department and coach them.
* Help the Senior Leadership Team (SLT) strengthen a collegiate working approach across the school.
* Provide support to line managers and staff on all HR matters including managing and advising on complex employee relations or restructuring issues.
* Ensure that the school, in its practices, complies with all current employment legislation.
* Regularly review all HR policies and procedures to ensure they are legally compliant, appropriate and in line with current best practice.
* Manage key HR processes such as maternity / shared parental leave.
* Monitor sickness levels and manage absences across the school, taking action as appropriate.
* Perform any other tasks as reasonably required by the Head or DFO.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder’s professional responsibilities and duties.

Once completed, return it to [hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk)

Closing date: **Monday 23 November 2020 by 12 noon**

Interviews will be held w/c 23 November 2020  
Second round interviews will be held 30 November 2020

**PERSON SPECIFICATION**

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| **Skills** |
| * Excellent people management and communication (oral and written) skills. * Capable of multi-tasking under pressure and establishing clear priorities for self and team. * Able to manage issues clearly and logically to effective resolution. * A good understanding of, and experience in, generalist HR matters, i.e. management practices, drafting policies and guidance, and HR information systems. * A good knowledge and experience in the practical application of employment law. * Excellent ICT Skills. |
| **Personal Behaviours** |
| * Have a professional approach to work and conduct yourself with integrity and respect for confidentiality * Experience of running a HR team. |
| **Ethos and Whole School Values** |
| * Ideally the successful candidate will have experience of working in schools. * Committed to operating as part of the School community and has sympathy with independent education and the values of the Catholic nature of the school. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |
| **Safeguarding and Pastoral** |
| * Committed to safeguarding and promoting the welfare of children and young people. |
| **Qualification** |
| * Has achieved, or is working towards, CIPD Level 7, ideally a graduate. |

**Terms and Benefits**

* **Start Date:** January 2021.
* **Working hours**. This is a full-time role, Monday to Friday, 37.5 hours per week, 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role.
* **Salary**. Approximately £40,000, depending on experience.
* **Holiday**. The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
* **Pension.** The HR Manager will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.