



## Southend High School for Girls

### Job description

**Title:** HR Manager

**Job Purpose:** To provide a comprehensive HR service to the school, ensuring the effective management of all HR processes, compliance with legislation, and support for staff and leadership in all aspects of people management.

**Reporting to:** PA to Headteacher

#### Key Responsibilities

##### Operational and Strategic Duties

- To be the first point of contact for all HR queries and people management strategies, resolving queries in a timely manner and focusing on a customer service approach.
- To provide the Senior Leadership Team with high quality advice and guidance on HR issues, policies and procedures.
- To monitor, review and update policies as and when required.
- To provide staffing updates, staff absence reports and prepare documentation for the Governors Pay and Personnel committee and to attend and participate in relevant meetings as required.
- To provide advice and practical support in all aspects of people management including: conditions of service; contracts of employment; employment and education legislation; disciplinary matters; grievances; attendance management; capability; change management (including redundancy as applicable); pay policy and grading.
- To lead on HR casework in liaison with the school's HR advisory service and offer expert interpretation, advice and representation on employment legislation, best practice and policy and procedures.
- To be responsible for maintaining the Single Central Record.
- To maintain staff lists and ensure they are regularly kept up to date.
- To act as the first point of contact during a fire alarm and to register staff.
- To undertake DBS processes including, checking paperwork and distributing renewal notifications.
- To regularly update and maintain SIMS (School Information Management System).
- To ensure timely submission of data returns to the DFE/Government/Local Authority including the Workforce Census.
- To undertake additional duties as reasonably requested by senior staff.

#### Staffing

- To ensure all job descriptions are in place, maintained and are up-to-date in liaison with the Deputy Headteacher.
- To monitor and record annual leave for full time support staff.
- To ensure arrangements are completed for maternity and paternity leave.
- To update and maintain staff CPD records.
- To book training courses as required and provide staff with information for attending.
- To maintain personnel files for all contracted staff members.

#### Attendance Management

- To maintain an absence management process in line with school policies and procedures.
- To liaise with the Cover Co-Ordinator and maintain accurate records of staff attendance and monitor requests for any other absence.
- To ensure that the Headteacher and Line Managers are kept up to date with any staff members that meet the absence threshold and take action as required.

- To ensure that employees and line managers are familiar with absence procedures and requirements, including certification.
- To manage and coordinate return to work interviews with staff and liaise with the Headteacher and/or Deputy Headteacher regarding phased returns and adjustments.
- To provide registers for staff briefings.

### **Recruitment**

- To manage the administration of the recruitment system (My New Term).
- To prepare all recruitment materials following consultation with relevant staff and advertise staff vacancies.
- To co-ordinate the recruitment process including advertising, shortlisting, draft interview questions, seeking references, booking rooms and preparation of other recruitment tasks and to assist on the day of interview.
- To complete the onboarding process for all new starters including Disclosure and Barring checks.
- To prepare and issue new starters with contracts and any relevant policies.
- To maintain records for new staff induction.
- To support the Assistant Headteacher with the new staff induction day.

### **Payroll**

- To ensure that all payroll documentation including new starters, leavers, salary amendments and overtime payments is accurately processed. This includes ensuring that maternity, sickness and other salary-related adjustments are correctly authorised and submitted to the school's payroll provider within agreed deadlines, in consultation with the Chief Finance Officer.
- To check and authorise pre-pay reports, and to plan additional working days where authorisation of pre-pay reports is required during school closure periods.
- To assist staff with pension and payroll-related queries from employees and liaise with the school's payroll provider as required.

### **Training and personal development**

- To assist the Safeguarding Manager in maintaining accurate records of staff and governor training records.
- To assist the Headteacher's PA with the support staff training schedule for inset days.
- To book training for staff as and when required.
- To assist and provide administrative support to the Headteacher's PA and Assistant Headteacher with the performance management process of support staff including maintaining the online platform National College.
- To assist and provide administrative support for the teaching staff performance management.

### **General**

- To carry out the above duties in accordance with the school's policies and guidelines.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace and ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment and uphold all relevant procedures.

Southend High School for Girls has a strong commitment to equal opportunities and diversity in all aspects of employment and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.

This job description is current as of February 2026, but will be reviewed on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title. In addition, it may be amended at any time after consultation with the post holder.

### **PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>QUALITIES</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• CIPD Level 5 or 7 qualification (or working towards) or equivalent HR qualification.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• GCSEs in English and maths</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Safer recruitment trained</li> </ul>	✓	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a HR environment, ideally within the education sector.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Experience managing HR casework, including disciplinary, grievance, capability, and absence management.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Line management experience</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Experience administering payroll</li> </ul>	✓	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of employment law and safer recruitment requirements</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Good knowledge of the conditions of service in the Burgundy and Green Book</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Understanding of data protection and confidentiality</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Excellent time management</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Ability to use IT packages including Word, Excel and Microsoft Teams (or equivalent).</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Proficient in the use of SIMS (School Information Management System) or a similar system such as Bromcom.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Understanding of safeguarding, GDPR and equality legislation</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Excellent numeracy skills</li> </ul>		✓

**Personal  
qualities**

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

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