



## JOB DESCRIPTION

<b>Post Title:</b>	<b>HR Manager</b>
<b>Accountable To:</b>	<b>Director of Operations/Principal</b>
<b>Location:</b>	<b>West Oaks School</b>
<b>Scale:</b>	<b>PO4/PO5</b> <b>37 hours per week term time only plus 15 days (5 training days and 10 additional days)</b>

### PURPOSE OF THE POST

- To deliver an exemplary HR service across the school
- To lead on, shape and implement effective HR strategies that support the school's goals and vision.
- To manage the HR caseload for the school with an aim of achieving efficient and positive outcomes that nurture strong employee relations
- To ensure effective and robust processes and practices, ensuring full compliance with employment and data protection law and statutory guidance
- To provide line management and continued development of relevant support staff

### Main Responsibilities

- To take forward key initiatives such as wellbeing, equality, diversity, inclusion and change ensuring school policy and processes reflect the most up-to-date legislation and guidance
- Ensure effective and robust administrative processes related to HR including recruitment, selection, appointments, inductions, resignations and contract changes are carried out seamlessly
- Produce accurate and timely management information and reports as required by the Principal that inform effective and efficient business strategies
- Analyse HR information and data to drive HR strategies around wellbeing, engagement, recruitment and retention
- Prepare statistics and data as required by the Principal that allow informed decision making to improve organisational performance
- Manage a complex HR caseload for the school, supporting line managers and liaising with HR partners to resolve matters where required (including absences, flexible working, grievances etc)

## **Service Delivery and Improvement**

- To continuously analyse and review working practice and process to ensure ongoing development, creating training resources that allow wider understanding and efficient working practices
- To ensure policies and processes are effectively embedded across the school and appropriately put into practice
- To review and develop HR documentation to ensure these remain compliant with changes in employment law, DFE guidance and best practice
- To provide advice and guidance on all employment queries for staff including absence management, probation, wellbeing, maternity/paternity leave etc

## **Policy and Compliance**

- Ensure all HR documentation meets legislation regarding equality and diversity, creating and updating templates and marketing information as required
- Ensure that the school meets all requirements around Safer Recruitment Practices, Keeping Children Safe in Education and Right to Work in the UK, having responsibility for the school's Single Central Record and other safeguarding documentation
- Working with the Governing Body's Lead for Safeguarding and the Safeguarding Lead in school to manage internal audits of required areas, ensuring thorough and detailed input and feedback
- Lead on comprehensive recruitment, performance management, induction and probation (associate staff) processes, including those of volunteers, trainees, placements and apprentices etc ensuring all are inducted to school successfully. This will include management, oversight of all aspects of the recruitment process.
- Ensure timely submission of data returns to the DFE/Government/Local Authority including the Workforce Census
- Responsible for compliance with GDPR and data protection, ensuring processes, record keeping and systems are compliant with latest legislation
- Ensure maximum impact of recruitment campaigns, analysing effectiveness of different advertising platforms and providing informed recommendations for maximum efficiencies
- Manage the school's recruitment budget, ensuring all advertising costs are authorised through the appropriate channels

- Ensure thorough records are created and maintained for future reference and appropriate procedures and policies are followed in all HR cases including absence management, grievance and disciplinary cases, monitoring and checking timeliness of policy requirements in any process. This will include leading on absence management processes.

## **Performance and Professional Development**

- Participate in appraisals in line with the school performance management process
- Be a reflective practitioner, regularly seeking to improve own knowledge, skills and experience
- Keep abreast of the latest development in relevant areas of the role
- Develop positive working relationships with internal and external partners/agencies/professionals
- Be a strong team player, possessing outstanding people skills and positive outlook, displaying professionalism, resilience, determination and ambition to achieve exceptional results

## **Wider responsibilities**

- Manage the relationship with supply agencies, including booking staff, keeping records are up to date, including the SCR, managing timesheets
- To share responsibility for student welfare.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.
- Contribute to and support the overall life, work/aims and ethos of the school.
- Attend and participate in relevant meetings as required.
- Undertake additional duties as reasonably requested by senior staff.

Attend meetings/assist with promoting the school with occasional events out of hours.

## **Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the School.

*West Oaks School is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure). We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
<b>Ability to work as part of a team.</b>	*		A/I
<b>Ability to relate to people both in person and on the telephone</b>	*		A/I
<b>Ability to deal with day to day issues on own initiative</b>	*		A/I
<b>Ability to problem solve, apply critical thinking approach and make decisions</b>	*		T
<b>Excellent IT skills including knowledge of Microsoft Office</b>	*		T
<b>Ability to review, develop, implement and maintain effective systems, processes and record keeping systems</b>	*		A/I
<b>Ability to produce high quality reports and documentation with the ability to analyse and interpret information and make recommendations</b>	*		A/I
<b>Possess strong interpersonal skills, with the ability to effectively negotiate and persuade to maintain a positive culture</b>	*		A/I
<b>Ability to update policies in accordance with employment law and ensure these always reflect latest compliance and guidance</b>	*		A/I
<b>Ability to convey complex messages and influence at all levels</b>	*		A/I
<b>Ability to work with accuracy and under pressure</b>	*		A/I
<b>Excellent planning skills and the ability to take control of a situation</b>	*		A/I
<b>Ability to remain positive at all times, displaying enthusiasm, motivation and flexibility.</b>	*		A/I
<b>Be a skilled and tactful communicator with the ability to manage sensitive and challenging conversations</b>	*		A/I
<b>A professional approach and high professional standards, being able to manage, train and develop others</b>	*		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
GCSE (or equivalent) grade C or above in English and Maths	*		
Professional qualification in HR such as CIPD qualification or equivalent	*		
A degree or equivalent qualification		*	
A robust knowledge of current employment legislation	*		A/I
A knowledge of educational based data systems e.g. SIMS		*	A/I
A knowledge of best practice in specific HR areas including recruitment and selection, induction, absence management	*		A/I
A knowledge of Safer Working Practices and their importance in the education setting		*	A/I
An understanding of effective management of HR records and record retention requirements in relation to HR, staffing and payroll	*		A/I
A knowledge of generalist HR processes and practice, with experience of applying knowledge in a work setting	*		A/I
A knowledge of GDPR Regulations	*		A/I
A knowledge of the School Teachers Pay and Conditions and Local Government Terms and Conditions	*		A/I

EXPERIENCE	Ess	Des	MOA
Experience of working in an HR generalist role for 5+ years	*		A/I
Experience of managing absence and other complex employment relations issues	*		A/I
Experience of working with key stakeholders to assist them to develop their people and HR management skills		*	A/I
Experience of advising staff on a variety of sensitive HR issues such as salary and absence	*		A/I
Experience of managing and leading on employee relations cases to provide resolutions to complex HR problems		*	A/I
Proven experience of managing multiple projects and working to tight deadlines	*		A/I
Experience of maintaining and developing HR policy, processes and procedures and ensuring these are consistently applied	*		A/I
Experience of producing and analysing data and information to provide reports and information as required	*		A/I
Experience of working in an educational setting		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
High expectations of self and high professional standards	*		I
The ability to handle a demanding workload and prioritise effectively	*		I
Flexible, reliable and enthusiastic	*		I
The ability to maintain successful working relationships with other colleagues	*		I
To show respect to all staff and students and demonstrate a clear belief in the value and importance of excellence in education	*		I
To act with integrity, compassion and understanding with a willingness to develop and grow whilst nurturing others	*		I
To be committed to restorative practice approaches	*		I
Ability to adapt to change in the workplace and new ideas	*		I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willingness to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives	*		I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning.	*		I
Able to respond flexibly to meet daily demands of the role, showing independence and being proactive	*		I

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METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate