

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Human Resources Manager
<b>Post Holder:</b>	
<b><u>Overview:</u></b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <ul style="list-style-type: none"> <li>• Responsible for the provision of a comprehensive HR service, including strategic and operational requirements, providing value adding solutions</li> <li>• Implementation of HR policies and procedures ensuring an effective and comprehensive HR function which models best practice and is compliant with legislation</li> <li>• Developing excellent working relationships with academy leaders and provide advice and guidance to the Leadership Team and stakeholders within the academy on HR and line management matters</li> <li>• Responsible for all HR services including change management, employee relations, recruitment, reward, retention and employee development</li> </ul>
<b><u>Key Accountabilities:</u></b>	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Play a lead role in the planning and delivery of an effective recruitment process, including adverts, documentation, selection of candidates, offers and terms of employment</li> <li>• Ensure that all pre-employment checks and processes are completed to a high standard to agreed deadlines</li> <li>• Organise new starter inductions, liaising with appropriate colleagues</li> <li>• Liaise with recruitment agencies to organise staffing for short-term or long-term cover requirements</li> <li>• Meet and direct temporary staff, ensure they are informed of academy procedures and have completed safeguarding training</li> <li>• Understand recruitment and retention challenges, analyse data and seek solutions</li> </ul> <p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>• Advise and coach managers on ER casework including disciplinary, grievance, capability, absence, probation and appeals</li> <li>• Develop and embed the academy's Staff Wellbeing initiative</li> <li>• Issue deadline driven letters to staff and arrange associated meetings and paperwork</li> <li>• Monitor staff attendance and punctuality in line with policies and procedures.</li> <li>• Interpret and advise on employment legislation, liaising with legal provider when required</li> </ul> <p><b>Absence Management</b></p> <ul style="list-style-type: none"> <li>• Manage short and long term staff absence including return to work interviews and Occupational Health referrals</li> <li>• Complete Occupational Health referrals, setting up workplace assessments, specialist appointments and training</li> <li>• Ensure regular contact is maintained with absent employees and when absence reaches</li> </ul>

policy trigger points

- Complete ill health and retirement pensions paperwork, in conjunction with the finance team and HR provider

#### **Performance management**

- Ensure performance management and appraisal processes are followed
- Monitor performance improvement processes
- Ensure probationary reviews are completed and comments actioned

#### **Staff Investigations & Allegations**

- Lead and manage staff investigations relating to conduct, capability, grievances, bullying, harassment, discrimination, and whistleblowing, ensuring compliance with employment law and education-specific statutory guidance.
- Act as the central point of contact for staff allegations, including allegations against staff involving students, and ensure concerns are handled promptly, sensitively, and confidentially.
- Ensure all investigations are conducted in line with Keeping Children Safe in Education (KCSIE), local authority procedures, and internal safeguarding and disciplinary policies.
- Advise Headteachers, Principals, and senior leaders on managing allegations against staff, including consideration of suspension, interim measures, and risk management.
- Liaise with Designated Safeguarding Leads (DSLs), Local Authority Designated Officers (LADOs), and other external agencies as required.
- Plan and conduct investigations, including interviewing staff and witnesses, gathering evidence, and maintaining accurate, auditable records.
- Prepare clear and robust investigation reports with findings and recommendations to support disciplinary or capability proceedings.
- Support and guide leaders and governors/trustees through formal disciplinary, grievance, and appeal processes, including attendance at hearings where appropriate.
- Ensure fair process and procedural compliance, upholding principles of natural justice while prioritising student welfare and safeguarding.
- Manage confidentiality and data protection in line with GDPR and safeguarding requirements.
- Identify trends, risks, or recurring issues arising from investigations and advise on policy updates, staff training, or organisational improvements.
- Contribute to a positive safeguarding culture by promoting safe professional practice and early intervention in staff conduct concerns.

#### **Leave of Absence and Holidays**

- Ensure Leave of Absence and holiday requests are dealt with according to academy process
- Take responsibility for all areas of maternity and paternity processes, including paperwork and risk assessments
- In liaison with academy leaders ensure 39+ weeks staff are aware of their work plan during academy closure

#### **Reports**

- Provide the leadership team with reports on HR data including absence, ER, starters, leavers
- Complete termly staffing HR report

#### **Administration**

- Ensure SIMS and personnel records are up to date for permanent and temporary staff
- Add new staff to the Database and keep training records updated

	<ul style="list-style-type: none"> <li>• Ensure the Single Central Record is accurate, up to date and maintained in line with KCSIE.</li> <li>• Support the School Workforce Census in conjunction with HR colleagues and Finance teams</li> <li>• Maintain data integrity and accuracy</li> <li>• Maintain employee records in discussion with the Academy's payroll provider</li> <li>• Review and update policies and procedures on a regular basis</li> <li>• Maintain contact with local trade union representatives and facilitate regular Academy meetings</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Manage the HR Administrator and take responsibility for workload and development</li> <li>• Take responsibility for own continuous professional development and knowledge</li> <li>• Represent HR and participate in projects and internal groups across the organisation</li> <li>• Support daily cover provision in co-ordination with Cover Supervisors and assist with cover replacements</li> <li>• Maintain and update Staff Supply Booklet with information including system access, school timings and behaviour policies</li> </ul>
	<p>The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post</p>

<b>Reporting to:</b>	Academy Leadership Team
<b>Responsible for:</b>	Providing an effective Human Resources management to the Principal and Academy Leadership Team and an effective administrative support service to the Principal
<b>Reporting into this role:</b>	HR Administrator
<b>Liaising with:</b>	Principal, Vice Principal, Director of Finance, HR Team, finance team, external agencies as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	Salary & hours subject to negotiation & experience.
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	As part of the review process.

**Section Two**  
**Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.