



## Job Description

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|---|----------------------------------|--------------|--------------------------------------|
| <b>Job Title</b>  | HR Manager                       | <b>Grade</b> | LBR 11<br><b>Term time + 4 weeks</b> |
| <b>Reports to</b>   | Director of Business and Finance |              |                                      |
| <b>Responsible for</b>  | HR Officer and HR Admin          |              |                                      |
| <b>Purpose of job</b>   |                                  |              |                                      |
| <ul style="list-style-type: none"><li>• Working with the Executive Headteacher to ensure that the appropriate HR strategies and initiatives are in place to achieve the all through school's strategic vision</li><li>• Supporting the Director of Business and Finance as necessary</li><li>• Produce quality work that meets deadlines and is accurate and professionally presented</li><li>• To provide professional, high quality and accurate HR advice and support on a wide range of matters including case work</li><li>• To oversee and evaluate HR admin/HR processes including the line management of the HR Officer and HR Admin</li><li>• To lead on professional training and well-being</li></ul>  |                                  |              |                                      |
| <b>Main duties and responsibilities</b>   |                                  |              |                                      |
| <ul style="list-style-type: none"><li>• Provide a professional, efficient, confidential and proactive HR support service, advising and supporting Leaders as required including grievances, disciplinaries, absences and flexible working requests</li><li>• To provide advice to the Executive Headteacher in relation to a wide range of people/HR related matters</li><li>• To lead and support in specific HR projects as allocated by the Executive Headteacher</li><li>• To ensure that the school is kept up to date with all relevant legal and HR developments and best practice</li><li>• To ensure the school complies with all HR policies and relevant employment legislation</li><li>• Ensure that HR policies and practices respect the school's commitment to equality and inclusion of all its members</li><li>• Advise on employment law changes and HR best practice on employment related policies, procedures and practices for the school, including the updating of the staff handbook and code of conduct</li><li>• Produce quality work that meets deadlines and is accurate and professionally presented</li><li>• Develop relationships and regular liaison with Trade Unions as and when necessary</li><li>• Seek advice from the HR provider to be able to provide advice to staff regarding Employee Relations issues</li><li>• Advise school leaders on employment issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals, consulting with the school's advisor as necessary</li><li>• Provide HR support at formal HR meetings or when necessary as a note taker, including draft invite letters and attending investigation meetings</li><li>• To establish a HR training schedule for managers and leaders, ensuring key areas are prioritised and training is of the highest quality and in line with all relevant legislation and policies</li><li>• Manage the engagement with the school's wellbeing programme</li><li>• Work closely with the Director of Business and Finance to manage the work between London Borough of Redbridge, Payroll, Pensions and other services e.g. Occupational Health</li></ul> |                                  |              |                                      |

- Oversee, develop and maintain the recruitment, induction and exit procedures, collating the data to inform the Executive Head and Director of the Teaching School ensuring all the policies and procedures are adhered to
- Liaise with the Executive Head and SLT regarding recruitment
- Ensure that eligibility for employment and reference checks are undertaken for all new staff
- Manage the schools registration relation to employment under the points based immigration system
- Process DBS checks in line with current guidance
- Maintain and manage the Single Central Register in line with current guidance
- Working with the Safeguarding Lead, ensure all safer recruitment aligns with full compliance and best practice with the most recent Keeping Children Safe in Education Support induction and exit programmes for all staff
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time
- Maintaining the staffing establishment records and support the Director of Business and Finance with resource planning
- To support with the transition to electronic record keeping and provide strong leadership around HR files, compliance and best practice
- Oversee the data cleanse of staff records
- Manage statutory returns e.g. workforce census
- Ensure compliance with the General Data Protection Regulations and Data Protection Act at all times
- To provide high-quality data - both qualitative and quantitative - to enable accurate risks to be evaluated and interventions to be implemented
- Maintain the school's database programme to an accurate and current level
- Ensure all data required by the DfE is held in an established programme
- Provide Workforce Data File on the annual Workforce Census day
- Set up the cover programme and maintain and update current staffing absences and inform all staff of the daily cover provision
- To provide effective line management to the HR Officer
- Ensure yearly performance management is effectively carried out in line with the school's policies and procedures

#### **General**

- Attend and participate in relevant meetings, training, learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- To support the policies and aims of Seven Kings School
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by Director of Business and Finance in keeping with the nature and grade of the post

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment