



HR Manager and PA to Headteacher

Job Description

REPORTS TO:	Headteacher/Business & Operations Manager
RESPONSIBLE FOR:	Personnel, Professional Development processes & Administrative support to the Headteacher
GRADE:	SCP 21-25 (based on experience, £15,355-£17,130). Term time only + INSET (i.e. 195 days annually), 5 days per week, 5 hours a day.

OVERALL PURPOSE OF THE JOB

The post holder will provide vision and leadership and be responsible for managing all personnel issues within the school and providing professional skills and specialised subject knowledge to the senior leadership team, staff and governors. The role will involve developing a strategic, proactive approach and vision for Human Resources. This will include devising, implementing, making recommendations, monitoring and reviewing current developments in HR policy, procedures, initiatives and employment requirements to ensure that they are effective and they meet all aspects of statutory compliance. The post holder will ensure that the school meets its statutory employment, equality and safeguarding obligations required for the effective operations of Human Resource Management. The role will also involve providing administrative support to the Headteacher.

Main Duties and Responsibilities of the Post

HR Manager

1. To be the provider for professional advice and support on all aspects of HR policy, procedures and best practice, including employment law issues to all staff within Denmark Road High School. To liaise closely with relevant HR specialist groups including payroll.
2. To investigate grievances/ and or complaints from employees for the purpose of reaching solutions. To act as a mediator and to use a high degree of support, persuasion and sensitivity when dealing with complex and contentious issues that arise across the school.
3. To lead on the recruitment of all teaching and non-teaching staff, ensuring that appropriate current job descriptions and person specifications are in place and that advertisements are accurate and timely.
4. To be the point of contact for all applicants, lead and coordinate the interview and applicant appointment process and train students as student panel interviewers and tour guides for interviews.
5. To manage, monitor and lead on all staff absences, including conducting return to work interviews, carrying out occupational health requests, producing reports for the Senior Leadership Group and governors. To keep a confidential database of staff records relating to absences.
6. To lead on safeguarding when visitors arrive at Denmark Road High School, including the training of staff on risk assessment completions.
7. To maintain the 'Single Central Register' for safeguarding purposes for all staff, governors, volunteers and service providers ensuring staff receive safeguarding training as required, including ensuring records of all vetting and barring information are kept and follow up any concerns with external advisors, embassies are carried out effectively. Notify the Headteacher immediately of any concerns related to the SCR.
8. Responsible for all DBS checks and the 5 year annual cycle of renewal of DBS.

9. To ensure that all manual and electronic files for personnel are maintained accurately and safely in compliance with regulatory requirements.
10. To ensure the annual School Workforce Census is completed accurately.
11. To manage the professional development review processes and maintain associated administration.
12. To monitor and manage the training courses attended by all staff.
13. To lead on, identify, promote and implement professional development opportunities for staff that are in line with the school's objectives, requirements and budgetary constraints.
14. To manage, coordinate, prepare and deliver internal training programmes that effectively meet the needs of the school.
15. To monitor the CPD and advertising budgets.
16. To assimilate key pieces of data and prepare reports to present to the senior leadership group
17. To work in liaison with the school's HR provider.
18. To work in close liaison with the clerk to the Governing Body.
19. To work with the clerk to the Governing Body to ensure school policies are up to date and reviewed according to statutory requirements and the set cycle. Ensure updated policies are loaded onto the Academy website.

PA to Headteacher

20. Act as a first point of contact within the school for those seeking contact with the Headteacher.
21. To assist the Headteacher in organising his/her administrative workload recommending items to be dealt with in order of priority.
22. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
23. To proactively manage the electronic diary for the Headteacher, arranging appointments as appropriate, and ensuring that he/she is adequately briefed on matters to be discussed. Ensuring the most effective use of time for the Headteacher by reviewing priorities and forthcoming commitments when managing diary appointments. Notes / papers to be attached electronically to diary events wherever possible / required.
24. Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
25. To prepare routine correspondence for approval of the Headteacher using own initiative.
26. Maintain the definitive repository of core School documents and records (e.g. policies, SEF, SIP etc.), ensuring the latest version of each is kept up-to-date and easily accessible.
27. Maintain the Headteacher's electronic filing system (ensuring GDPR compliance)
28. Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
29. Ensure all documentation is proof read before it is returned to the Headteacher/SLT, checking all details are correct.
30. Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

General requirements:

- An effective ambassador for the school: live by and promote the ethos of the school.
- Collaborative mindset: positive and supportive to stakeholders and colleagues.
- Cost conscious: always looking for the optimum, lowest cost approach to delivering school business.
- Take part in the school's professional development system.
- Attend governing body meetings on a regular basis.
- Enhanced DBS Check.

- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher or a member of the senior leadership team. The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification

The post holder will be expected to have a high standard of self-presentation and relevant experience and skills as listed below:

Qualifications	Essential	Desirable	How measured
Professional membership of the Chartered Institute of Personnel and Development		√	
Minimum of 5 GCSE passes including English and Maths and educated to at least A Level standard	√		
Evidence of relevant professional development		√	
Knowledge and understanding			
Ability to acquire knowledge of employment legislation and HR best practice and its application to policy development	√		
Experience of delivering an efficient and effective HR service		√	
Ability to produce a range of reports and statistical information	√		
Experience			
Experience of working effectively in a busy environment	√		
Successful experience of introducing and developing effective and efficient systems	√		

Skills, abilities, attributes			
The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy. A high level of numeracy, organisational skills and fast accurate keyboard skills.	√		
Excellent interpersonal, verbal and written communication skills	√		
To be able to work independently, using own initiative, forward planning and time management skills. To determine priorities, work constantly to conflicting deadlines and meeting the challenging demands of the school.	√		
The post holder will be able to demonstrate an analytical and practical approach to issues	√		
The post holder shall hold excellent ICT skills in order to maintain and interrogate the School's Management Information Systems, manipulate spreadsheets, produce reports and access the Internet.	√		
To deal with complex issues sensitively and in a diplomatic and professional manner by using expertise knowledge and skill across a range of fields	√		
Integrity, sound professional judgment, and ability to maintain confidentiality	√		
Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	√		
Willingness to support the ethos and vision of the school	√		