



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

TITLE:	HR Manager
GRADE:	M1 32-36
SALARY:	£35,067 - £39,024 per annum including fringe allowance
HOURS:	37 hours 08:00 to 15:50 (Mon-Thurs) and 08:00 to 15:20 (Fri) (includes an unpaid 20 minute lunch)
CONTRACT:	Term Time plus 5 weeks (43 weeks)
NOTICE PERIOD:	3 months
RESPONSIBLE TO:	Executive Assistant to the Headteacher
PURPOSE OF THE POST:	To lead and manage a comprehensive HR function, providing professional and consistent advice across a range of HR areas, including recruitment, pay and performance, employee benefits, ill health, disciplinary, grievance and capability.

Main Duties and Responsibilities

- Responsible for ensuring compliance with safe staffing requirements including comprehensive DBS checks.
- Provide high level and comprehensive advice for staff and SLT on all HR matters.
- Provide senior administrative support and ensure that all HR and H&S information is dealt with confidentially and stored appropriately so that records for HR, H&S, Single Central Record are maintained and are up to date.
- Maintain the Staff Awareness Forms on an annual basis.
- Ensure the Induction Form is completed for all new staff.
- Full responsibility for the Recruitment process including preparing documentation regarding advertisements, offer letters, contracts and variation letters, etc. are provided as required.
- Advise changes in contracts and effective dates to the Headteacher.
- Maintain the HR Analysis spreadsheet, ensuring accurate data is available.
- Complete New Starter/Leaver notification forms as required to ensure IT, Premises, Data and Fire Records are up to date.
- Manage any overseas sponsorship requirements for staff members
- Provide accurate data input of personnel information for new starters/leavers into the School's MIS.
- Preparing documentation in relation to staff payroll.
- Accurately maintaining annual leave, sickness and training records for all staff.
- Assist in responding to statutory requests for Workforce Census Return information as required.
- Hospitality – providing refreshments for interviews, visitors, meetings as required.
- Assist with induction for non-teaching staff.

- Provide support and cover during holidays, and/or staff shortages.
- Maintain staff personnel files and check that the contents of the files are consistent with the Single Central Record.
- Advise support staff line managers of probationary periods, mid-way reviews and end of probationary period, ensuring relevant forms are completed accordingly.

Supervision/Job Context

The post holder is line managed by the Headteacher's EA in the first instance

Contacts

The post holder will work with all members of staff in the School and have contact with students, parents, advisors and other specialist visitors to the School. Key relationships will be with the Headteacher, Director of Finance & Business Operations, Governors, Trade Union representatives and legal representatives.

Other duties

- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment
- Promote and safeguard the welfare of children, young and vulnerable people
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher
- To attend, and participate in, meetings and training activities as required, including the delivery and operation of the School's Lateral Flow Testing programme.

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

We can offer you:

- Excellent CPD opportunities
- A school rated Good by Ofsted where students' behaviour is exemplary
- A professional working environment where teamwork is highly valued
- A partially selective school with a focus on academic achievement
- Admission criteria where preference is given to staffs' children
- A school which invests heavily in the future with £4M recent school expansion and strong ongoing financial support from our Foundation and PTA
- A school in a strong, stable financial position in this challenging climate with a healthy income from other business lines
- A hugely talented and cohesive support staff
- An outstanding wellbeing programme offering:
 - Flu jabs
 - Free access to our first-class Fitness Suite and swimming pool
 - Complimentary eye tests

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

The 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. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

An enhanced DBS check will be required for this post.

PERSON SPECIFICATION - HR MANAGER

	Essential	Desirable
Training , Experience and Qualifications		
Proven track record of success in an HR role	✓	
Commercially minded individual with proven experience in providing professional and consistent advice to stakeholders across a range of HR issue	✓	
Good knowledge of employment law, knowledge of education sector employment law an advantage		✓
Good Literacy and numeracy – GCSE mathematics and English or equivalent	✓	
Educated to degree level or equivalent		✓
Member of the CIPD, or equivalent qualification, or in the process of gaining accreditation		✓
Excellent and accurate word processing and database skills (Word, Excel, Google Sheets and Google Docs)	✓	
Experience of working in a school		✓
Experience of operating in education, public or not for profit sector		✓
First aid qualification (first aid at work or Level 3 First Aid qualification)		✓
Experience of managing overseas sponsorship requirements for staff members		✓
Aptitudes		
Excellent organisational and time-management and skills	✓	
Excellent written and oral communication skills	✓	
Accuracy and an eye for detail	✓	
Able to quickly establish positive working relationships with a wide range of people from within the School	✓	
Ability to work with complete discretion and confidentiality	✓	
Committed to working as part of a team and significantly contributing to its effectiveness and success	✓	
Ability to create a professional and welcoming office environment for staff, students and visitors	✓	
Flexible approach and the ability to adapt to change within the working environment	✓	
Positive outlook & ability to work under pressure	✓	
Ability to influence and engage with a wide range of people		✓
Well-organised individual with ability to manage multiple tasks	✓	
Flexible team player	✓	
Ability to analyse complex information and make robust decisions, knowing when to seek further advice	✓	
Ability to use discretion and exercise professional judgment	✓	

Values		
High work standards and accuracy. Pride in a job well done.	✓	
Interest in the education of young people.	✓	
Safeguarding and Welfare		
The ability to maintain appropriate relationships with all members of the School community	✓	
Work with a genuine commitment to equal opportunities	✓	