



QUEENS' SCHOOL

Dare to be Great

HR Manager

Job Description

Post title:	HR Manager
Reporting to:	School Business Manager
Purpose:	To lead, develop and implement a HR Strategy
Main Responsibilities:	Provide professional HR support and advice; Manage and advise on complex employee cases (recruitment; disciplinary; grievance; absence and capability); Manage performance reviews; Review and develop HR related policies; Payroll
Grade:	H9 Pro-rata
Hours of work:	35 hrs per week, 8.00am – 3.30pm, term-time plus 10 days 30 minute lunch break

Policy, Data Management and Reporting

- Ensure that relevant legislation and educational employment knowledge is kept up to date, advising on the interpretation and implementation of changes to ensure that all policies and procedures are legally compliant
- Analyse, benchmark and report key HR performance indicators including statutory HR information and requirements such as school workforce census returns
- Develop and manage a HR database

Recruitment; Retention and Restructuring

- To lead and work in partnership with key staff on the development of the school as an excellent place to work, able to attract, recruit and retain the best staff
- Review and develop an effective recruitment and retention strategy including a wellbeing offer and talent management
- To take a lead role in employee relations and develop a constructive relationship with all recognised professional associations
- Support, advise and lead on staffing restructures
- Carry out exit interviews reporting themes and recommendations

Performance Review

- Manage a robust and effective performance management programme
- Prepare an annual performance management overview for the Pay Committee
- Lead on performance improvement plans

Employee Relations

- Manage strategically all aspects of difficult and complex employee relations casework in such areas as disciplinary, grievance, harassment investigations, absence management, ensuring compliance with school policies and procedures
- To provide advice on employment law, thus ensuring the School retains a lawful approach
- Liaise with external organisations with regard to such matters as race relations, disability, gender and health and safety

Payroll

- To run the monthly payroll
- Implement payroll decisions and deal with pay queries, liaising with our Personnel/Payroll provider and outside agencies. (Teacher Pension Agency, Inland Revenue)
- Supply confirmation of pay details to third parties. (Jury Service, Mortgage references and benefit claims.)
- Implement changes to pay from statutory, national or local pay agreements.
- Review and apply annual pay rises and increments as directed
- Ensure all staff are issued relevant notification of pay. (e.g. payslip, salary statement etc)

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshall

Training & development of self

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role: Child Protection Training; Data; First aid; Fire marshal

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder,

and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens’ School’s values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Date

February 2025