**HR Manager**

**Job Description**

**Post:** HR Manager

**Grade:** M1 £40,221-£44,428 pro rata (actual salary £26,143-£28,878) – pay rise pending

**Hours:** 27.5 hours per week (9.00am – 2.30pm), 40 weeks per year

**Responsible to:** Director of Finance & Resources

The school undertakes to support applications for CPD to enable the post holder to fulfil

their role to their optimum capacity.

**Job Purpose**

The HR Manager is responsible for delivering a high quality and efficient HR service which:

* provides day to day support for the school with employee relations, absence management, staffing analysis, performance management and all HR policies.
* provides effective HR advice and support to enhance strategic leadership within the school.

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and confidentiality

**Operational and Strategic Duties:**

* Provide the Director of Finance & Resources (DOFR) and Headteacher with high quality advice and guidance on HR issues, school policies and procedures.
* Be the first point of contact for all HR queries and people management strategies, resolving queries in a timely manner.
* Research and implement the HR implications arising from school, local and national initiatives at the direction of the school leadership.
* Provide advice and practical support in all aspects of people management including conditions of service; contracts of employment; employment and education legislation; disciplinary matters; grievances; attendance management; capability; change management (including redundancy as applicable); pay policy and grading.
* Prepare reports to support informed decision making by Headteacher/DOFR (including staff turnover; absence management; retention rates; equality data; employee relations matters)
* Contribute to formulation of people strategy that aligns with the school’s development plans, including periodic review of organisation structures to ensure they continue to meet current and future needs.
* Lead or participate in case work with professionals as necessary.
* Actively promote the equalities and diversity policies of the school.
* Create, review and periodically update HR policies and procedures, ensuring they remain relevant and compliant.
* Represent the HR function at internal and external meetings.

**Employee Relations:**

* Provide expert advice and guidance to the DOFR, Headteacher and Governing Body on a range of staffing matters, including absence management, capability, and disciplinary procedures
* Provide advice and support for staff on HR policies and procedures, ensuring clarity and understanding
* Manage and resolve employee relations issues, ensuring fair and consistent treatment.

**Staffing:**

* Responsible for providing support and advice to all staff in matters relating to conditions of service and employment.
* Ensure all job descriptions are in place, maintained and are up-to-date.
* Advise on job evaluation/grade for support staff in line with current NJC requirements.
* Provide coaching and support to ensure that line managers are trained and competent in their people management responsibilities, including setting objectives, conducting appraisals and managing concerns about performance.
* Ensure that there is an appropriate exit interview strategy in place and that data collected during this process is used to inform Senior Leadership colleagues highlighting any issues or patterns.

**Absence Management:**

* Implement robust absence management procedures in accordance with the school’s absence management policies and disability discrimination legislation, providing regular information to the DOFR/Headteacher on relevant cases.
* Maintain accurate records of staff attendance and monitor absence data ensuring management action is consistent with agreed procedures.
* Ensure that employees and line managers are familiar with absence procedures and requirements, including certification.
* Provide advice and guidance for non-sickness absence including emergency and special leave.
* Manage and coordinate (not all) return to work interviews with staff and determine phased returns and adjustments.
* Refer staff to Occupational Health where necessary and coordinate the implementation of reasonable adjustments.
* Support and advise the DOFR and Headteacher regarding serious cases (including dismissals).

**Recruitment:**

* Ensure that all recruitment activity complies with legislation, safer recruitment guidance and best practice.
* Oversee the administration of the recruitment process coordinated by the HR Officer
* Ensure that data is collected during the recruitment process and used to inform Senior Leadership to influence future recruitment activities.
* Oversee the system of induction for all new starters to the academy.
* Monitor probation, providing support and advice to line managers as required and ensuring detailed records are maintained.

**Other Duties:**

* Access continuous professional development consistent with the standards set out by the Chartered Institute for Personnel and Development (CIPD). Keep abreast of the latest trends and advancements in the HR sector, attending relevant briefings and webinars.
* Take responsibility for the compliant production, retention, retrieval, transfer and disposal of all HR records and information, ensuring compliance with GDPR.
* Oversee work of the HR Officer and support their performance and development.
* Maintain confidentiality and observe data protection and associated guidelines where appropriate.
* Undertake such other duties as may be reasonably determined by the Headteacher/DOFR

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity. These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school

**HR Manager**

**Person Specification**

**Essential Qualifications and Experience**

* Educated to degree level or equivalent.
* HR qualification with a minimum of CIPD Level 5.
* Commitment to continuing professional growth and development.
* Proven track record in shaping and guiding an HR department in alignment with organisational goals, including the capacity to challenge, engage and influence decisions.
* Experience in development/updating of HR policy and procedures.

Experience of working in the education sector is desirable but not essential.

**Essential Skills**

* Comprehensive knowledge of employment laws and HR compliance.
* Knowledge of current HR best practice and issues affecting the sector.
* Insight into trends in employee rewards and development.
* An understanding of the need for discretion and confidentiality in all dealings.
* Excellent written and spoken communication skills.
* High levels of numeracy and literacy.
* Able to relate to and engage with stakeholders at all levels.
* Excellent IT knowledge and confident usage of Microsoft applications including excel.
* Methodical, organised, and detail-oriented approach with ability to prioritise.
* A proactive attitude combined with the capacity to remain poised and effective under pressure.

Hitchin Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for all posts.