**Lidget Green Primary School**

**Outline Job Description**

|  |  |
| --- | --- |
| **Post Title:** | **HR Manager** |
| **Grade:** | **Band PO3, SCP’S 32 – 35** |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Safeguarding Statement:**

The school pays full regard to current DfE guidance **Keeping Children Safe in Education**. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and contractors’ staff.

In line with statutory duties, the following will apply:

* we will maintain an up to date single central record detailing the range of checks carried out on our staff and volunteers
* we obtain a DBS Enhanced Disclosure for allnew appointments to the school workforce
* we seek confirmation from applicable staff that they are not disqualified from childcare under the Childcare (Disqualification) Regulations 2009. This includes:
	+ staff employed in our EYFS, including the two year old room
	+ staff employed to provide out of school care, as Reception aged children may attend the care club (Kidzone)
	+ members of the SLT
* we obtain confirmation of appropriate checks and on–going training for supply staff from their agencies
* where possible, contractors whose staff have DBS checks are used. Where this is not possible, appropriate measures are taken to supervise these workers. Similarly, occasional visitors to the school who do not have DBS certificates are supervised appropriately.

All staff are provided with a copy of **Keeping Children Safe in Education** and relevant updates; they are asked to sign that they have read and will follow the guidance given.

Our school also complies with the current BSCB Safe Practice guidance. Safe working practice helps to ensure that pupils are safe because all staff:

* are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions;
* work in an open and transparent way;
* work with other colleagues where possible in situations that may be open to question
* discuss and/or take advice from school management over any incident which could give rise to concern;
* record any incidents or decisions made;
* apply the same professional standards regardless of gender or sexuality;
* are aware of and abide by the school’s confidentiality policy
* are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**Prime Objectives of the Post:**

* Being proactive in ensuring HR policy and procedures are followed and deadlines met
* Ensuring the Single Central Record is maintained in accordance with HR guidance
* Responsibility for completing staff returns, and reconciling queries, working with payroll and the external HR provider
* Ensure the provision of an effective administrative, secretarial and clerical support to the Headteacher and other senior staff as required. This will include confidential minutes as required
* Responsibility for compiling and returning statistical information to meet deadlines, as required for the Schools Workforce Census
* Support the SLT to plan and manage change in accordance with the school development/strategic plan
* Attend and participate in regular meetings including senior leadership team meetings recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
* Work alongside the School’s HR Provider (PACTHR) to provide advice and guidance to staff and others on complex HR issues; undertaking research and obtaining information to inform decisions, some of which may be outside established policies and procedures.
* Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received (DBS)
* Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
* As delegated assist the Head Teacher with the recruitment, performance management, appraisal and development for all support staff.
* Support and organise SEN lunchtime staff as needed.
* Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice
* Monitor the way policies and procedures are actioned and provide support where necessary
* Seek and make use of specialist expertise in relation to HR issues
* Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact

**environmental demands/Working Conditions:**

* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

* Express themselves fluently and spontaneously at length effortlessly.
* Explain difficult concepts simply without hindering the natural smooth flow of language.
* Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

|  |  |
| --- | --- |
|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Experience of working in a school office environment at a senior/leadership/decision making level to include development, management and operation of administrative/ICT systems as well as dealing with a complex workload. (E)
* Extensive experience using Microsoft Office and complex databases such as S.I.M.S or Arbour with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc.(E)
* Experience of supervising and/or managing staff. (E)
* Experience of dealing with HR/payroll/Health and Safety matters (E)
* Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)
 |
| **Qualifications/****Training:** | * Human Resources Management specific qualification e.g. CIPD Level 3 minimum(E)
* Evidence of continual professional development. (D)
 |
| **Knowledge/ Skills:** | * Will possess a comprehensive working knowledge of the School’s relevant policies and procedures with an outline understanding of relevant legislation (E)
* Understand national and regional educational services and how an administrative support service within a school is run. (E)
* Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines. (E)
 |
|  | * Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently. (E)
* Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience (E)
* Excellent numeracy/literacy/ICT skills. (E)
* Knowledge and commitment to schools Equality policy. (E)
* Ability to remain calm under pressure; prioritising conflicting demands. (E)
* Demonstrate good co-operative, interpersonal and effective listening skills. (E)
* Maintain confidentiality in all matters relating to the school, its staff, pupils, parents or carers in line with the GDPR Policy (E)
* Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E)
* In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)
 |