**Chellow Heights School**

**Job Description – HR Manager**

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:

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.

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.

Bradford Council/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.

The Council/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.

**Prime Objectives of the Post**

To lead on the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Responsible to the school Business Leader from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, dealing with exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected deputise, allocating work/tasks to other support team members to ensure continuation of essential services, making day to day decisions regarding the organisation of work loads.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Knowledge and Skills**

(See Personnel Specification)

Effort Demands:

Will work under own initiative with limited supervision, working to the priorities set by the SBL/Headteacher.

To contribute to the overall ethos/work/aims of the school.

Will make complex decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.

Day to day decisions regarding the organisation of the working area/workload and school priorities; assisting with the planning and development of the support services.

To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Responsibilities:

* Responsible for delivering an operational support service on a range of HR / Payroll queries and requirements, providing solutions and support as appropriate
* Line-manage and lead on recruitment, induction, and appraisal of designated HR support staff, providing effective communication, training and mentoring to enable staff to carry out duties
* Plan, develop and implement effective systems and services to manage all aspects of the employee life cycle ensuring high standards of compliance in practice and continued focus on equality and diversity, staff wellbeing and belonging throughout.
* Provide assurance checks in line with LA and statutory HR and payroll requirements
* Responsible for the efficient preparation and coordination of process and documentation in relation to safer recruitment, including advertising, appointment and induction of staff, promoting the school positively throughout and ensuring a positive candidate/employee experience
* Responsible for ensuring that new starter employment checks are complete and maintaining a compliant SCR in line with statutory requirements
* Responsible for timely issue and return of contractual paperwork as required
* Ensure utilisation and maintenance of HR systems to record all staff training and policy awareness
* Responsible for accurate and timely payroll returns with all relevant information for staff to be paid, ensuring agreed changes are submitted for staff and leavers and conducting regular payroll assurance checks
* Oversee absence procedures, ensuring absence is recorded accurately and implementing appropriate follow up procedures to support staff and managers in sustaining welfare and attendance
* Monitor long term sickness / leave and support colleagues in planning return measures
* Support and administer arrangements for casework if required in line with school policy and procedures
* Support the administration of whole school training and appraisals as appropriate
* Support / deliver implementation of HR changes / projects.
* Develop and prepare reports and management information, with interpretation as required
* Maintain accurate records using relevant systems in line with policy and records management procedures.

This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety polices and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Report all concerns to an appropriate person.

**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**:**

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| **Experience:** | Experience of HR service delivery in a school settingExperience of computer based HR softwareExperience using Microsoft Office and complex databases with excellent IT skills.Experience of working in a school office environment at a senior level to include development, management and operation of administrative/ICT systems.Experience of working in a school office.Experience of supervising or managing staff. |
| **Qualifications/****Training:** | Minimum of GCSE English and Mathematics at grade C or above (or equivalent).CIPD or equivalent or willingness to work towards |
| **Knowledge/Skills:** | Extensive experience of higher level school office work including the full range of reception duties and dealing with a complex workload.Knowledge of schools and how a support service within a school is run.Excellent literacy and numeracy.Excellent communication skills including telephone/reception skills.Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.Experience in the use of complex databases and other software packages with an advanced level of word processing/typing skills e.g. Microsoft Office (Word/Excel/Outlook etc.). This should include the production of detailed reports, presentations, visual aids, new forms etc.Experience of maintaining complex financial information systems and making payments.Have a neat and organised approach to work.Be willing, courteous and able to work both using your own initiative and in a team.Respect confidentiality. |