



## Job Description

<b>Job Title:</b>	HR Manager
<b>Date last reviewed:</b>	June 2024
<b>Grade of post:</b>	Grade 10 30 hours per week 4 days or 5 shorter days Term time + Inset days + 2 weeks holiday working (one week must be at the end of summer holidays)
<b>Location:</b>	Chipping Norton School
<b>Line Manager:</b>	School Business Manager
<b>Disclosure Level:</b>	Enhanced DBS

### Job Purpose:

To act as first point of contact for all HR matters, liaising with the RLT Business Partner, School Business Manager and SLT as necessary.

### Main Responsibilities:

#### Recruitment

- Responsible for working with recruiting managers to generate and publish adverts and recruitment campaign timelines
- Responsible for the onboarding of new starters from initial offer stage ensuring all safer recruitment and pre and post employment checks are followed through
- Issue contracts of employment and all related documentation
- Manage any sponsorship requirements in line with trust guidance and the trust lead

#### Absence Management

- Analyse absence data from EveryHR on a monthly basis
- Log all absences, issue self certification forms/monitor line manager completion of RTW section and close absences on return to work
- Monitor and log all medical certificates relevant to absences
- Generate absence report for the Headteacher on a termly basis and recommend any interventions required such as policy trigger points being reached
- Hold absence management meetings following the Managing Sickness Absence Policy for short and long term absence
- Make Occupational Health referrals and recommendations
- Provide support and guidance on family leave processing documentation as required
- Process leave requests for authorisation by the headteacher as outlined in the Emergency, Discretionary and Special Leave Policy



## **Wellbeing**

- Triage staff who raise wellbeing concerns to raise with the Headteacher with recommendations in supporting them with signposting sources of support, action planning, stress risk assessments and communication
- School Wellbeing Lead

## **Generalist HR and Employee Relations**

- Dealing with HR issues in a calm, sensitive and professional manner
- Working with the RLT HR Business Partner manage all HR employee relations casework, including coordinating misconduct and allegation investigations, grievances, disciplinarys and restructures within RLT policy guidelines, escalating
- Advising SLT on performance management concerns
- Liaising with Central team HR team on complex HR issues
- Provide HR advice and support to staff

## **Induction and Probation**

- Work with the SLT link to organise new staff induction days and ensure follow up with probation reviews

## **HR Records**

- Work with the HT and DSL to maintain the Statutory Training Record (STR) and Single Central Record (SCR)
- Maintain HR files to ensure the HR File Audits conducted by the central team are satisfactory

## **Associate Staff Appraisal Cycle and CPLD**

- Ensure compliance across the school with the RLT Appraisal Policy for Associate (support staff)
- To quality assure associate staff appraisal documentation through sampling and moderation activities with the Headteacher and members of the Leadership Team as necessary.
- Centrally collate all associate staff CPDL needs and coordinate with relevant members of the Leadership Team to secure training and development opportunities whenever and wherever possible.
- Ensure that an annual review of all associate staff job descriptions form part of the routine appraisal cycle and updated copies are held centrally and with the respective post holders.
- To ensure that all associate staff job descriptions are accurate and fit for purpose, advising the headteacher directly when this is not the case.



### **Payroll and exit arrangements**

- Work with School Business Manager in the processing of teachers performance pay reviews and support staff annual increments with relevant letters issued
- Manage new starter data input, leavers and current staff changes in pay, and related aspects of employment are fully recorded and contract variations issued
- Complete required monthly and reconciliation checks with Finance manager and School Business Manager
- Ensure all resignations are acknowledged, exit interview questionnaires are sent and conduct exit interviews on request
- Analyse turnover data and trends compiling reports to the Headteacher for the Local Governing Body
- Arrange exit interviews with staff as required

### **Staff Workforce Census**

- To work with the School Business Manager in completing the workforce census in accordance with statutory guidelines

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*



### Person Specification

Knowledge, skills and abilities	<ul style="list-style-type: none"><li>● Up to date knowledge of employment law and best practice HR policy and practice;</li><li>● The ability to build effective relationships across the trust</li><li>● An understanding of the current Educational environment;</li><li>● Demonstrates sound judgement and is able to prioritise conflicting demands for a range of stakeholders;</li><li>● Able to adapt communication skills to varied situations;</li><li>● Recognition that the consequences of error in HR decisions are high in costs and being mindful of this in all decision making;</li><li>● Recognition that the consequences of an error in safer recruitment could lead to the school not fulfilling its statutory safeguarding requirements;</li><li>● The ability to work independently with minimal supervision;</li><li>● Excellent numeracy and literacy skills.</li></ul>
Experience	<ul style="list-style-type: none"><li>● Experienced HR practitioner</li><li>● Experience in the education sector an advantage</li><li>● Previous experience of supporting recruitment processes</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>● A fundamental belief that all children can achieve great things, no matter what their background or prior experiences;</li><li>● An ability and willingness to empathise and listen, and to be self critical and reflective;</li><li>● Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience;</li><li>● Interest in developing your own personal skills;</li><li>● An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education;</li><li>● A sense of fun and the ability to work hard and calmly under pressure;</li><li>● A commitment to child protection in its broadest sense to empower learners and prevent harm.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>● Level 3 CIPD qualification or equivalent demonstrated experience</li></ul>