**Whickham School**

**Job Description**

**POST: HR Manager**

**Grade H: £32,020- £34,723 per annum**

**Hours of work: 37 hours per week, all year round.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Core Purpose**

To provide a comprehensive, effective, innovative and legally compliant HR support service for the Trust and its stakeholders. The role will also encompass elements of safeguarding and data protection.

**Hours of Work:**

**●** 37 Hours per week, 8.30 - 4.30 Monday - Thursday, 8.30 - 4pm on Fridays

● All year round (Annual leave to be taken during school holidays)

**Responsible to:** Deputy Headteacher - Staff Development

HR legal advice and consultancy is available through a commissioned provider (currently Ward Hadaway LLP)

Data protection advice and consultancy is available through a commissioned provider (currently Data2Action)

**Responsibilities**

1. **Ensuring effective provision of HR advice** by proactively keeping abreast of employment law updates and HR best practice, through continual professional development (CPD); ensuring HR policy and practice remains current, compliant and continues to add value to the Academy; attendance / participation at a range of meetings; maintaining positive working relationships with a wide range of stakeholders including union representatives and other external contacts; liaison with Ward Hadaway for legal advice when required.
2. **Ensuring that HR processes are correctly followed** by proactively advising and coaching managers on the application of the Academy’s HR policies, procedures and practices; leading on the revision, consultation and implementation of changes to the Academy HR policies and procedures in accordance with local and national legislation and best practice in Human Resource Management; working with and supporting the leadership team to manage capability, grievance and disciplinary processes; coordinating all aspects of organisational design and restructuring involving current and future employees.
3. **Promoting best practice in performance management** by working with the Deputy Headteacher - Staff Development to ensure that the appraisal process is robust and that staff engage positively with it; that records in School IP are up to date and that relevant information is passed on to support with and address any issues.
4. **Providing high quality recruitment, selection and employment vetting processes** by ensuring that Academy policies and procedures are followed; that all relevant checks are carried out in accordance with KCSiE (Keeping Children Safe in Education) guidelines; by leading the writing and development of job descriptions, person specifications and adverts; ensuring that advertising is value for money and attracts a strong range of candidates; maintaining an up-to-date bank of individual job descriptions and assisting with the review of these when required.
5. **Ensuring accurate and robust record keeping** by managing and maintaining the Single Central Record for the Academy; ensuring that personnel and payroll records are accurate, up to date and auditable; maintaining all staff development records and the administration and quality assurance of the appraisal process through School IP; completion of the school workforce census.
6. **Ensuring staff absence is minimised** by leading on the management of absence processes; monitoring and evaluating colleague absence, including weekly electronic reporting; coaching and supporting line managers as necessary in the application of relevant policies; holding supportive and sometimes challenging meetings when addressing colleague absence; utilising support from the Occupational Health provider when required; managing and approving leave of absence requests in accordance with policy; evaluating absence information taking into account staffing budgets and absence insurance considerations.
7. **Managing the provision of accurate and timely payroll information** by ensuring any changes to role, grade or pay follow the agreed approval processes and are processed as per the Academy's agreed procedure; having oversight of annual leave and autoclock processes; leading on and coordinating all matters related to payroll and pensions; overseeing the preparation of the monthly payroll process and liaison with the Finance Manager to ensure accuracy and compliance of the monthly payroll reconciliation report.
8. **Promoting staff retention and wellbeing** by supporting the promotion of employee benefits and wellbeing initiatives; coordinating the occupational health and support process ensuring that any actions are followed up and recommendations taken into account; facilitating, contributing to and monitoring the onboarding processes for staff.
9. **Ensuring the school complies with GDPR legislation** through regularly monitoring and evaluating school compliance; conducting risk assessments and using this information to improve practice; ensuring all staff understand their responsibilities; annually reviewing school policies; leading school training; having responsibility for the management, maintenance, transfer, storage and disposal of confidential employee records and associated documents in accordance with GDPR and the school’s document retention processes.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No job description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….