

Job Description – Human Resources Manager

Job Title:	Human Resources Manager
Line Manager:	Director of Finance & Operations
Salary Grade Range:	NJC Point 25 - 28
Hours of Work:	37 Hours
Weeks Worked:	Term time plus two weeks

Purpose of the position

To shape lead and manage the HR function of the school. Ensuring legal compliance and forward-thinking HR function

Specific Responsibilities

- Ensure legally robust, compliant, and forward-thinking HR policies and procedures are in place and adhered to
- Ensure the operation of an effective, efficient, and economic HR function
- Ensure relevant legislation and educational employment and equality law and knowledge is kept current
- Lead on HR aspects of the Single Central Record and to be involved with audits including Ofsted.
- Liaise with payroll processors ensuring on accurate, timely completion of payroll adjustments each month
- Support the school with all aspects of recruitment
- Ensure compliance with “safer recruitment”
- Ensure high quality inductions are implemented and completed meeting statutory and trust guidance
- Ensure absence reports are run and that the absence policy is utilised where necessary and proactive strategies are in place to reduce staff absence
- Lead on training and support line managers on interview processes, absence procedures and informal management processes
- Be the key point of contact for SLT for HR matters
- Deal with capability/disciplinary/grievance and HR issues with the support of the HR provider where necessary
- Oversee HR casework, including disciplinary and grievance procedures, including investigations
- Oversee and complete statutory returns in relation to HR including workforce census
- Support the work across the school to ensure we continuously enhance our offering to staff
- Work with SLT to develop and embed the wellbeing programme