



# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Human Resources Manager</b>
<b>Salary Scale</b>	<b>PO3</b>
<b>Hours</b>	<b>37 hours per week – All Year Round</b>
<b>To Whom Responsible</b>	<b>Director of Infrastructure &amp; Finance</b>

## **Aim of the Post**

To lead and develop a highly professional Human Resources function and capability for the school. To manage the relationship with key suppliers including: Wandsworth Borough Council Payroll, Pensions and HR Support, as well as external suppliers / agencies. The HR Manager will be a member of the Senior Management Team helping to shape performance across the whole school.

## **Duties Comprise:**

1. To manage, develop and support colleagues in their HR requirements, providing guidance and advice on best practice to ensure a consistent and accessible service for all.
2. To lead and performance manage the HR team to effectively implement the HR policies across the school.
3. Provide advice and guidance to managers in the implementation of Wandsworth Borough Council's Human Resources policies and co-ordinating disciplinary, sickness and probationary investigations, including organising and leading regular support meetings and compiling reports.
4. Lead the Safer Recruitment procedures to ensure safety and security of Young People is maintained, and liaising with the Designated Safeguarding Leads and Headteacher as appropriate.
5. To share clear, concise people related data to help departments across the organisation to assist timely action to be undertaken and monitor performance in achieving targets.
6. Set, agree and benchmark performance metrics and SLA's to drive improved performance and efficiency across the school and in comparison with other organisations, setting high standards and expectations.
7. Ensure HR activity is aligned with the School Improvement Plan and overall school objectives.

8. To lead and provide support, advice and guidance to the Headteacher and Director of Infrastructure & Finance (DI&F) in the development of people related policies and practices.
9. Ensure the timely submission of information to Payroll provider in order to meet the required deadlines and colleagues receive payments when expected. To oversee the management of query resolution to ensure swift and effective solutions are in place.
10. Provide forecast and specialist advice to the Senior Management Team including advising on strategic organisation and budget requirements for staff, management and development.
11. Produce accurate and timely information requested by Senior Managers and the Governing Body. Complete the annual Schools Workforce Census within the statutory deadline.
12. Interpret matters of policy and procedure to ensure the school's compliance and initiate appropriate action and ensure effective codes of practice are adopted and communicated to all colleagues.
13. Ensure there is an effective end-to-end recruitment process in place to help fill vacancies that arise with quality candidates. Set up and maintain strategic partnerships with external agencies to support targeted recruitment activity.
14. Support the development of partnerships with agencies for the supply of casual staff when required are available with the appropriate qualifications and skills.
15. Ensure that procedures meet and exceed the standards required by assessing bodies such as Ofsted, IIP, EFQM and internal audits etc.
16. To advise Governor Panels, or the Headteacher at Hearings or Appeals when required.
17. Plan for and monitor Recruitment expenditure according to the allocated budget. Control costs on advertising to use best value for money and delivering high quality of candidates. Negotiate any introduction fee agreements to ensure these are kept to minimal levels.
18. Ensure local HR systems and routines are kept up-to-date and in line with current policies and maintain best practice, ensuring that a regular review cycle of policies and procedures takes place.
19. Oversee the maintenance confidential staff files etc, ensuring the necessary data protection and achieving policies are followed.
20. To support the development and promotion of retention, reward and recognition strategies across the organisation.
21. To support the development of procedures to enable colleague information to be more easily accessible to the appropriate level of line manager at the moment they require it, supporting self-service solutions where appropriate, and the overall efficiency of the service.

22. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
23. To ensure appropriate safeguarding procedures are followed in order to raise any concerns in relation to safeguarding and/or child protection.
24. Other duties commensurate with grade as directed by the DI&F.



# Person Specification

## Human Resources Manager

### Essential

1. Experience of managing a HR team.
2. Experience in HR Leadership and Organisational Development.
3. Experience of developing and implementing HR policies and procedures.
4. Experience of advising Senior and Middle Managers on employment law issues
5. High levels of oral and written communication skills, including good IT proficiency (in particular Microsoft Office)
6. Ability to work within and direct a successful team environment as well as work independently.
7. Ability to plan, prioritise, execute and delegate tasks and activities effectively and within given deadlines.
8. CIPD member and qualified to Level 7 or equivalent, or commitment to achieve within 2 years of appointment.

### Desirable

1. Working knowledge of employment law.
2. Previous experience of working within an education or children's home environment or the Public Sector.
3. Experience of SIMs.
4. Experience of supporting workforce planning processes.