



JOB DESCRIPTION

HR & COMPLIANCE MANAGER

Job Purpose: Schools must meet and observe a wide variety of guidelines and regulations set by both government agencies and the Independent Schools Inspectorate (ISI). The aim is to ensure the School is compliant with relevant legislation at all times.

The core of the role is year round provision of a comprehensive, confidential and accurate HR and Safer Recruiting service and to ensure the School is always compliant with relevant legislation. The post is critical in ensuring the School is prepared for regulatory inspections by the ISI and other relevant bodies.

The HR & Compliance Manager keeps both the Head and Bursar fully informed about all aspects of legislation and their impact on the operation of the School whilst having the knowledge of current employment law. They are a key member of the Senior Leadership Team and will provide a practical solution focused HR function, working with the Head and Bursar to design and deliver an HR strategy that supports the School's Strategic Plan. In addition, the postholder will understand and ensure full implementation of the School's policies and procedures relating to child protection, compliance, health and safety and other systems. The successful candidate will establish priorities and work independently without direct supervision on routine matters.

They will deputise for the Bursar when appropriate.

Core hours: Full-time or near Full-time.

The HR & Compliance Department is currently being restructured and the post holder will be involved in its restructure. Potential post holders who are seeking either a full-time or part-time role are encouraged to apply.

Salary: £45,000.00 FTE

Holiday: 28 days plus bank holidays (pro rata)

Start Date: As soon as possible

Reporting Line: The HR & Compliance Manager reports to the Bursar

Line Management Responsibilities: Compliance Officer / Coordinator

All staff are expected to:

- Follow and promote the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To carry out any other reasonable duties as requested by the Head or Bursar.

Key Responsibilities

HR:

- To proactively line manage the Compliance Officer / Coordinator, carrying out effective performance management reviews in line with the School's developing policy.
- To lead in the recruitment of all staff in accordance with the School's Safer Recruitment Policy and Procedures which reflect Keeping Children Safe in Education (KCSiE).
- To manage the recruitment process for external and internal recruitment, liaising with line managers to develop job descriptions and person specifications and adverts through to exit interviews.
- To liaise with the Communications Manager and/or Marketing Manager to publish vacancies in the media (including social media) and on the School's website
- To ensure induction training is delivered and completed, providing support to the Assistant Head (Teaching and Learning) in the induction of academic staff including teachers and LSAs and inducting non-teaching staff.
- To support the School's performance management process, analysing training needs identified in performance reviews and from other sources.
- To prepare confidential HR correspondence, including but not exclusively, salary changes, disciplinary decisions, job offers and contract changes.
- To maintain accurate records of authorised salary and responsibility allowances and benefit entitlements, providing payroll with accurate and timely information affecting pay, including but not exclusively, starters, leavers, absences, changes in contracts or salaries and amendments due to the coronavirus Job Retention Scheme (CJRS).
- To keep up to date with changes in employment legislation and to provide advice, guidance and administrative support (following correct procedures) to SLT members and line managers regarding all employee relationship matters, including but not exclusively:
 - Absences – sickness, unauthorised, authorised, long, or short term
 - Discipline, capability, grievance, and redundancy
 - Performance Management
 - Probation
 - To provide advice and guidance on employment law to all employees as required
 - To liaise with unions and other representatives where appropriate

- To source and implement relevant and cost-effective training solutions and where competent, lead and deliver training in areas of HR and compliance.
- To review contractual terms and conditions in line with employment legislation including ensuring the School adheres to the Working Time Directive.
- To advise the Governors Head and Bursar on current pay scales and other remuneration issues.
- To maintain and manage the Single Central Register (SCR), HR (iSAMS) and payroll database.
- To act as secretary to the Governors' Remuneration Committee.
- To manage the Recruitment and Support Staff Training budgets.

Compliance

- To work with and line managing the School's Compliance Officer / Coordinator and working with policy/risk assessment holders, ensure the School is ready for ISI inspections and inspections from other relevant bodies by ensuring the School's policies and procedures are fully compliant with all demands of the law and ISI.
- To manage internal audits of the School's policies and procedures, ensuring they are robust and fully compliant.
- To work with SLT and Heads of Departments and Heads of Years, develop procedures and practices to ensure legislative requirements and ISI requirements are met and actioned.
- To monitor and ensure that the most recent and correct policies and procedures are available on the School's website and on the staff portal.
- To work in partnership with the IT department, ensure the most recent and correct policies and procedures and documentation are available in digital format to the ISI whilst having due regard to the latest updates available via the ISI web portal.
- To ensure that copies of the latest version of the School policies are available to Governors and are signed off by the full Governing Body, or the Governing Body sub-committees, in a timely manner, as required.
- To ensure that all staff, peripatetic teachers, volunteers and sports coaches are trained and are aware and understand the policies, procedures and best practises designed to ensure compliance, specifically those relating to ISI regulatory requirements including safeguarding, child protection, Health and Safety and Welfare, Safer Recruitment and Data Protection.
- To ensure the Single Central Register (SCR) is maintained accurately and is kept up to date and together with documentary evidence is presented to the Safeguarding Governor via the Bursar for at least a termly check and sign-off.
- To manage all recruitment procedures for all staff (including internal recruitment), ensuring they are in accordance with the School's Safer Recruitment policy and all external guidance.
- To ensure staff, peripatetic teachers, volunteers and coaches have read and understood the latest Keeping Children in Education (KCSiE) Part 1 and relevant staff working with young children have completed an annual 'Suitability' declaration form.
- To ensure relevant staff complete the annual child disqualification form.
- To maintain up to date knowledge and awareness of the following areas:
 - Independent Schools Standards and Regulations (ISSRs)
 - Health, safety and welfare (including medical, educational visits and transport)
 - Keeping Children Safe in Education and Working Together (including child protection and safeguarding) and the Prevent Duty
 - EYFS statutory framework and wider legislation

- Premises (building and facilities, environmental health, food hygiene)
- Human Resources (safer recruitment and management of the SCR)
- Data Protection (subject access requests, information technology, GDPR)
- Pupil and personnel (recruitment, UKVI, employment)
- National Minimum Boarding Standards
- Management and Operational (bribery, licencing and copyright, driving and minibuses)
- Governance (Charity Commission, Companies Act)
- To ensure that regular and ad-hoc risk assessments (RAs) are completed by the relevant department or person correctly to comply with Health and Safety legislation. That the RAs are appropriately filed and historically accurate.
- To identify potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future.
- To act as the School's Health and Safety Officer and to chair the termly Health and Safety Committee, preparing the agenda and supporting papers.
- To consult with legal advisors as necessary to resolve complex and difficult issues.
- To support the Educational Visits Coordinator (EVC) in ensuring that educational visits and sports fixtures are compliant with legislation, regulations and national guidance and School policies.
- To ensure group leaders and emergency contact cards, emergency telephone lists and medical information are appropriate.
- On the appointment of Governors, to ensure all formal appointment procedures are managed and that arrangements of visits to School for essential briefings are made.
- To advise Governors on legislation and procedural matters.
- To ensure statutory obligations are being met for pupils with special educational needs in partnership with the Deputy Head, Pastoral and Operations (DHPO).

Administration:

- Outside of normal term time all support staff are involved with the day to day answering of telephone, acceptance of deliveries, distribution of post and signing in of visitors.

Person Specification:

The successful candidate will have experience or be able to demonstrate the following attributes:

Skills and Knowledge

- CIPD qualified with a proven track record of leading HR functions.
- NEBOSH qualifications would be desirable.
- Ideally experienced in working in Schools and with prior knowledge of School's regulatory compliance and awareness of company and charity law.
- The ability to work independently as well as part of a team, remaining highly organised and calm under pressure whilst meeting tight deadlines.
- To be able to prioritise, multi-task, plan and problem solve and have excellent administrative and drafting skills.

- To have excellent IT and numerical skills and to be able to design Excel Spreadsheets.
- The ability to research, analyse and interpret legislation and other laid down procedures and to have the confidence and ability to explain the requirements to a variety of audiences to effect compliance by non-specialists.
- Excellent interpersonal and communication skills, with the ability to relate to a wide audience and develop positive working relationships with people at all levels.
- To be an effective and inspirational team leader.
- To be able to provide professional support at all levels of the School in HR and compliance.

Personal Attributes

- Clear understanding and belief in the ethos of Twyford School
- Professional, combined with a warm and approachable personality. Sense of humour.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and also as part of a team

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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