



## JOB DESCRIPTION

### HR MANAGER

**Twyford is a progressive and forward-looking school of 401 pupils and staff just outside the beautiful city of Winchester. Our experienced teaching and non-teaching staff are embarking on an exciting period of change for the School following the appointment of Mr Andrew Harvey as Headmaster in September 2020. The HR Manager will lead a practical, solution focused HR function and design and deliver an HR strategy that supports the School's Strategic Plan.**

**Job Purpose:** 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 employment law legislation. The post is critical in ensuring the School is prepared for regulatory inspections by the ISI and other relevant bodies.

The HR Manager, as part of the Senior Leadership Team (SLT), keeps both the Head and Bursar fully informed about all aspects of employment law. The postholder will understand and ensure full implementation of the School's policies and procedures relating to child protection, compliance and health and safety.

The HR function and the 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 (Full Time Equivalent)

**Holiday:** 28 days plus bank holidays (pro rata)

**Start Date:** As soon as possible

**Reporting Line:** The HR Manager reports to the Bursar

**Line Management Responsibilities:** Compliance Officer

## Key Responsibilities

### HR (approximately 80% of time):

- To ensure the School's HR policies and procedures are fully compliant with all demands of the law and ISI.
- To monitor and ensure that the most recent and correct HR policies and procedures are available on the School's website and on the staff portal.
- 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 Educations (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 ensure DBS checks are undertaken for all staff, Governors and volunteers, and that all contractors on site comply with our policies in terms of child protection.
- To ensure contract templates are up to date and in line with current legislation and contracts are issued in a timely manner.
- To keep up to date with changes in employment law and amend policies and procedures as necessary, communicate changes to staff where relevant.
- To advise the Governors, Head and Bursar on current pay scales and other remuneration issues.
- To provide advice, guidance and administrative support (following correct procedures) to the 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 manage internal audits of the School's HR policies and procedures, ensuring they are robust and fully compliant.
- 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 and Bursar for at least a termly check and sign-off.
- 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 Learning Support Assistants and inducting non-teaching staff.
- To ensure appraisal processes are in place, are appropriately tailored for both support staff and academic staff and analyse training needs.
- To source and implement relevant and cost-effective training solutions and where competent, lead and deliver training in areas of HR and compliance.
- To support and advise line managers with the effective day to day management of staff, including regular appraisals.
- To monitor sickness absence across the School, ensuring managers carry out return to work interviews effectively and address issues that arise.

- To support and advise the Head and Bursar on the processes to follow in disciplinary, capability and grievance situations to reduce the risk to the School.
- 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, overtime, changes in contracts or salaries.
- To consult with legal advisors as necessary to resolve complex and difficult HR issues.
- To plan and implement HR projects which arise either out of the development of the School's strategy or changes in employment legislation.
- To proactively line manage the Compliance Officer, carrying out effective performance management reviews in line with the School's developing policy.
- To act as secretary to the Governors' Remuneration Committee.
- To responsibly manage the HR and support staff training budgets

### **Compliance (approximately 20% of time):**

- Be responsible for providing direction and guidance to the School's Compliance Officer and policy/risk assessment holders to ensure the School is ready for the Independent School Inspectorate (ISI) inspection.
- 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 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 manage Subject Access Requests with support from relevant members of the SLT and the IT Department.
- To maintain up to date knowledge and awareness of the following areas:
  - Independent Schools Standards and Regulations
  - Keeping Children Safe in Education and Working Together (including child protection and safeguarding) and the Prevent Duty
  - Human Resources (safer recruitment and management of the SCR)
  - Data Protection
  - Personnel recruitment (UKVI, employment)
- To act as the School's Health and Safety Officer and to chair the termly Health and Safety Committee.

### **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.

### **All staff are expected to:**

- Follow and promote the School's code of conduct, 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 work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Head or Bursar.

### **Person Specification:**

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

#### **Skills and Knowledge**

- To be an effective and inspirational team leader.
- To be able to provide professional support at all levels of the School in HR.
- CIPD qualified (minimum Level 5) with a proven track record of leading HR functions.
- Ideally experienced in working in Schools and with prior knowledge of School's regulatory compliance.
- Proven ability to work in collaboration with senior leadership.
- The ability to work independently as well as part of a team, remaining highly organised and calm under pressure whilst meeting tight deadlines.
- 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.

#### **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.
- A positive and proactive approach to change and a commitment to continuous improvement.

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.

*Updated May 2021*