



SALE HIGH SCHOOL

JOB DESCRIPTION

| | |
|----------------|--|
| Job Title: | HR Lead |
| Responsible to | Head Teacher and Governing Body |
| Salary: | Band 8 (Pt 30-32) £36,298 to £38,296 FTE Actual Salary on commencement £19,534 |
| Hours of work: | 3 days per week; 8.30am-4.30pm. (Flexibility on days, but needs to include a Wednesday) Term time plus 8 days including INSET |
| Reports to: | Business Manager |

Principal Responsibilities

1. To perform this job description in accordance with the pay and conditions associated with support staff
2. To provide a confidential service to the school in all aspects of HR and to provide guidance, advice and coaching to senior staff on HR and line management matters
3. Lead and implement all school policies ensuring an effective and comprehensive HR function which models best practice and is compliant with legislation
4. To support the administration of HR in Sale High School alongside the Finance & HR Manager, including HR recruitment, HR systems and safer recruitment practices

Specific Responsibilities

Employee Relations

- To advise and support managers on employee relations casework including Disciplinary, Grievance, Capability, Sickness Absence, Probation, and Appeals in line with school policies where applicable, liaising with school HR consultancy as necessary.
- Ensure that casework is managed in line with employment legislation and equal opportunities
- Ensure casework is dealt with in a sensitive and confidential manner including conducting investigation interviews, drafting reports and recommending outcomes for consideration by the Head Teacher
- Advise line managers on the correct policies and procedures to be used dependant on the employees' contract of employment.
- Issue relevant letters to staff ensuring timelines are strictly followed, arrange meetings, clerk meetings and ensure all paperwork is fully completed.
- Liaise with school HR consultancy in relation to action being taken
- Keep up to date with changes in HR legislation, guidance and good practice arising as a result of current case law, and to advise the school accordingly.
- To monitor staff attendance and punctuality in line with school policies and procedures.

Absence Management

- To manage staff absence in line with school policy
- Support the Finance and HR Manager in completing return to work interviews and Occupational Health referrals
- Lead on the management of sickness absence review meetings ensuring the absence management policy is followed, advising on intervention where appropriate
- Keep school leaders up to date with attendance issues and liaising with school HR consultancy as required
- Ensure regular contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points

Recruitment, Selection, New Starters & Internal Appointments

- Manage the recruitment and selection process, including advertisement, shortlisting packs, interview arrangements and vetting checks, in line with safer recruitment responsibilities
- Review and evaluate job descriptions and Person Specifications
- Ensure all new job descriptions for support staff are job evaluated by HR consultancy support
- To discuss and agree offers of employment with leaders and ensure the salary offered is in line with the appropriate grade and scale and is fair and equitable with others at that level, and ensure that employment contracts and terms and conditions are prepared accordingly.
- Ensure that contracts, offer letters, changes to terms and conditions and other written communications are to a high standard and produced on time
- Work alongside the Finance & HR Manager to ensure that all pre-employment checks and processes including the collection, verification and recording of essential documentation, Disclosure Barring Service checks are completed to a high standard to agreed deadlines.
- Generate and issue the appropriate contract to appointed staff, completing variation to contract as and when required.
- Oversee/lead on induction processes for all new staff, supporting the Finance/HR Manager as and when required.

Performance Management

- To co-ordinate the support staff performance management and appraisal processes

Staff Turnover

- Support the Finance & HR Manager in ensuring all exit interviews are carried out with every leaver, providing appropriate paperwork to the line manager
- Track staff turnover and retention reporting to school leaders.

Other Duties

- To liaise with external agencies and organisations as necessary, e.g. Government departments, trade unions and recruitment agencies

- To be aware of changing employment legislation and new developments and innovations
- To ensure that up-to date guidance and procedures relating to human resources matters are always understood and implemented
- To support the administration of other HR processes in the school alongside the Finance & HR Manager
- To undertake any other duties that may fall within the remit of this post. The above list is not exhaustive and the school may require the job holder to undertake duties commensurate with the level of the role.

Health and Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- To use protective clothing or equipment as may be provided.
- To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
- To cooperate with the Headteacher in the fulfilment of the objectives of the Authority's and the School's Health and Safety policies.

This job description and the allocation of particular responsibilities may be amended from time to time in line with the remit of the post.

Date Prepared: September 2023



HR Lead
Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Level 5 recognised CIPD / HR Management qualification (PGDip HRM or equivalent) | ✓ | |
| Educated to degree level or equivalent | ✓ | |
| Experience, Skills and Knowledge | | |
| Experience in a school setting | | ✓ |
| Experience of managing a HR function | ✓ | |
| Experience managing staff | | ✓ |
| Knowledge and understanding of employment law | ✓ | |
| Experience of providing advice and guidance on a full range of HR issues and of dealing with confidential and sensitive issues | ✓ | |
| Extensive experience of using ICT through data bases and electronic communication | ✓ | |
| Experience of using Microsoft Office Suite | ✓ | |
| Experience of setting up and running a range of administrative systems | ✓ | |
| Good organisational skills, ability to show initiative and to pay close attention to detail | ✓ | |
| Experience of using SIMS or similar database | | ✓ |
| Excellent communication skills in writing and orally at all levels | ✓ | |
| Ability to maintain confidentiality and work in line with GDPR regulations | ✓ | |
| Ability to prioritise work and deliver to tight deadlines | ✓ | |
| Understanding of the practical application of Equal Opportunities in education | ✓ | |
| Personal Qualities | | |
| Ability to engage in cooperative working to help teams achieve goals | ✓ | |
| Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff | ✓ | |
| Ability to manage high workloads and prioritise tasks | ✓ | |
| Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to detail | ✓ | |
| Analytical with attention to detail and able to produce written documents to a high standard | ✓ | |
| Other | | |
| Commitment to safeguarding and promoting the welfare of children and young people | ✓ | |
| Willingness to undergo appropriate checks, including enhanced DBS Checks | ✓ | |
| Motivation to work with children and young people | ✓ | |

Date Prepared: September 2023