

# Godstowe

## Human Resources Manager Job Description

### Job Purpose

To provide a first-class HR and recruitment management service to Godstowe staff. The successful candidate would report to the Headmistress for all HR issues and a range of compliance issues across the School and will be the principal contact with specialist external advisors. They will work closely with the Headmistress and the rest of the Senior Leadership Team on recruitment and other HR matters.

The individual will be responsible for all HR processes and procedures throughout the school including recruitment, induction, probation, employee relations, training, disciplinary, capability and absence management. They would ensure that Godstowe is fully compliant with HR processes and safer recruitment best practice and that the single central register (SCR) is accurate and up to date. They will have the ability to advise the Headmistress and the Director of Finance (DFO) on any employment law legislation updates, HR processes or staffing matters.

### Hours

This is a part-time role amounting to 25 hours per week 52 weeks of the year. Days and working hours are flexible but in return we would require the successful candidate to be able to flex their hours to meet the needs of the school, for example, being present for essential meetings and/or events at the school or to attend external activities necessary to the role.

### Key Responsibilities

- To lead and manage a professional, high quality, efficient HR service for the school, balancing the day-to-day operational work of the department such as recruitment with strategic HR matters.
- To advise and support the Headmistress and Senior leadership team on all employee relations matters.
- To develop HR strategy for the school and work closely with the Headmistress and DFO on people related plans.
- To embed equality, diversity and inclusion in all aspects of the HR Department's work.
- To identify areas for development and consider ways in which the HR function could add value to the school.

### Recruitment

- Administer the recruitment of all new employees, ensuring that necessary compliance and best practice is adhered to and that Godstowe is promoted as an employer of choice.
- Manage the recruitment of all new Staff, Peripatetic Music Teachers, Governors, Contractors, Activity Providers, Volunteers and Work Experience students including drafting and placing of adverts.
- Arrange packs for shortlisting panels and provide shortlisting skills grids when required.
- Arrange interviews, tasks and lesson observations ensuring interview questions are relevant and compliant.

- Ensure prompt and timely completion of all pre-employment checks and enquiries for all recruited roles, providing the file to the Headmistress for sign off when complete.
- Create offer letters and contracts/service provision agreements for all new appointments.
- Ensure paperwork for new starters, contract changes and leaver information are provided to the payroll provider in a timely manner.
- After appointment, refer the new employee to relevant colleagues to ensure a timely and appropriate induction programme is in place.
- Monitor the school's recruitment budget and other HR related costs.

## **HR Administration**

- During the probationary period, prompt Line Managers to conduct regular review meetings to ensure any issues are identified and appropriate responses put in place and documented.
- Oversee all changes to terms and conditions/contractual changes, ensuring timely completion.
- Ensure that personnel files are always up to date and leavers are processed in a timely manner.
- Provide administrative support and back up for all HR matters on a general basis.
- To have overall responsibility for the school's single central register (SCR), ensuring that it is accurate and always maintained and inspection ready.
- To maintain records of SCR reviews, meet with the Safeguarding Governor on a termly basis to review the SCR and meet with ISI inspectors when the school is inspected.
- To ensure that the school is compliant with ISI regulations in relation to recruitment and employment.
- Preparation of referral paperwork for the DBS, TRA and Charities Commission when necessary.
- Ensure all HR policies are reviewed and updated in accordance with current legislation in a timely manner.
- Monitor staff absence following information provided by Line Managers and trigger appropriate action, including prompting Line Managers to conduct and document Return to Work interviews.
- Assist managers with grievance and disciplinary procedures to ensure correct procedures are followed.
- Provide a point of contact for those seeking HR information and provide accurate responses to queries relating to, for example, maternity arrangements or sick pay.
- Provide reports as required by the Headmistress and the Senior Leadership Team.
- Provide HR metrics and data and appropriate analysis for the school's leadership teams and Governors.
- Bring to the Headmistress's attention and/or work with the Headmistress on any HR or employment issues that may arise.
- Seek legal advice from external advisors on any employment law or personnel practice matters where appropriate.
- Oversee the staff training register and ensure that compliance is evidenced in the relevant areas, for teaching and non-teaching staff.

## **Training and Development for non-teaching staff**

- In conjunction with the Deputy Head School Development and the DFO, devise a suitable performance management process, communicate this to Line Managers and support Line Managers in executing this.
- Ensure that training and development needs that have been identified as part of the performance management process are recorded on the personnel files and prompt Line Managers to address these needs.

## **Compliance**

- Address compliance with regard to several ISI regulations including, but not exclusively, Provision of Information to Parents, Parental Complaints, Admission and Attendance Registers, Safeguarding with regard to Visitors to the Site, Data Protection.
- Work with the Headmistress and the Marketing and Communications Leads on the annual review of all policies to ensure that these policies are updated and available in both paper and electronic versions in the appropriate location.
- Be aware of and bring to the attention of SLT and Governors compliance areas when they are updated, completing ISI Compliance Inspector training when appropriate.
- Ensure that data is accurately maintained that electronic and paper records are up-to-date and are kept in accordance with relevant data protection legislation.

### **Data Protection**

- Be fully aware of current Data Protection legislation and ensure that correct procedures and processes are in place.
- Ensure that the staff receive relevant training and updates as required.

### **Other duties**

- Work on allocated projects and reports as directed by the Headmistress/DFO.
- Other duties as may be reasonably requested including, as a member of the School Office, supporting other team members in the execution of their duties.