



JOB DESCRIPTION

Human Resources Manager

LINE MANAGER: Business Manager

Purpose and key roles

To be responsible for all HR processes and procedures throughout the school including safer recruitment, selection, induction, compliance, absence management, performance management and training; ensuring that all elements of HR management operate smoothly and effectively. To have an overview of all employee relations. Along with the HR Officer, to ensure that the school is fully compliant with safer recruitment legislation and that the Single Central Register is accurate and up-to-date. To provide legal advice to the Directors, Head and Business Manager on any employment regulation updates, HR processes or staffing issues.

Understand and ensure full implementation of school policies and procedures in particular relating to child protection, health, safety and welfare, safer recruitment and security. Establish priorities, work independently and without direct supervision on all routine matters. Liaise with HR colleagues across the group to provide advice and develop a consistent, transparent, mutually supporting HR system, promoting standardisation in policy and procedures where appropriate.

Key responsibilities and tasks

HR Compliance

- Responsible for ensuring that the school is fully compliant with, and that all staff are aware of, relevant policies and regulations
- Follow safer recruitment practices
- Update and maintain HR policies
- Keep up-to-date with relevant HR legislation, Employment Law and ISI regulations
- Responsible for ensuring the Single Central Register (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers
- Responsible for ensuring that all staff have the necessary training at induction, INSET and throughout the year to comply with statutory requirements for school employees
- Responsible for ensuring that all HR systems and procedures manage, process and retain personal data in accordance with relevant data protection legislation

HR Recruitment, Selection and Retention

- Manage the overall processes for external and internal recruitment and selection, delegating administration of the process to the HR Officer as appropriate
- Responsible for the recruitment budget, ensuring that annual expenditure does not exceed agreed allocations
- Responsible for ensuring that all new recruits, contractors, tutors, volunteers have the correct checks, satisfactory references and DBS documentation prior to starting



Radnor House
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celebrating every individual

- Responsible for maintaining a library of up-to-date employment contracts, forms and template letters to support the smooth running of the HR function
- With the Head, Senior Deputy and Business Manager oversee an effective induction and INSET programme
- Be aware of current market rates and external remuneration information
- Work with the Head, Business Manager and Group Finance Director to ensure the accuracy and consistency of job descriptions
- Work with the Head and Business Manager to ensure that the school has an appropriate staffing structure that guides recruitment and supports the development priorities of the school
- Maintain accurate organograms
- Monitor staff turnover metrics and reasons for leaving and advise the Head, Directors and Business Manager as appropriate

Performance Management

- Develop and implement effective systems for recording and reporting staff absence, delegating administration of the process to the HR Officer as appropriate
- Work with the Head and Business Manager to develop, implement and maintain appropriate policies and procedures for professional development, appraisal and remuneration
- Have an overview of and advise on all performance management processes across the school. Ensuring that due process is followed, records of meetings, target achievements and teaching and learning processes
- Produce a dashboard to give an overview of performance management across the school
- Advise the Board and SLT on any investigation, disciplinary action or grievance in accordance with employment law and ACAS guidance
- Work with the Head and Business Manager to identify skills and training gaps, developing targeted internal and external CPD programmes as required
- Responsible for the CPD budget, ensuring that annual expenditure does not exceed agreed allocations
- Responsible for ensuring that appropriate systems are in place for CPD requests, approval and administration
- Support effective line management in all areas of the school by coaching and providing support for line managers as required
- Advise the Board, Head and Business Manager on contract amendments, consultations and restructuring

Other considerations

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House Sevenoaks in all matters concerning health and safety and specifically to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work
- To undertake other such duties that may from time to time be reasonably assigned by the Head, Business Manager or Group Finance Director
- To contribute to the extra-curricular life of the School

This job description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.