



WADDESDON

CHURCH OF ENGLAND SCHOOL

HR MANAGER

JOB DESCRIPTION

Job Title:	HR MANAGER
Grade:	Bucks Pay 5:26-30 pro rata
Reporting to:	Business Manager
Role Objectives:	<ul style="list-style-type: none"> To ensure smooth and effective systems for HR which support the school and individual staff in a fair and equitable manner To provide effective HR administrative support to the Business Manager and the Leadership and Management Team
	<p>Recruitment and Selection</p> <ul style="list-style-type: none"> Manage recruitment and selection procedures for all posts: i.e. place advertisements, arrange interviews, obtain references, secure governor attendance, book meeting rooms, Attend interviews and take notes etc. Manage onboarding processes and staff induction Administer the issuing of new and amended contracts Complete all relevant checks including disclosure and barring, prohibition orders, medical, qualifications, section 128s for all staff, governors, volunteers and externals where required. Maintain and update Single Central Register to comply with safeguarding requirements Prepare new staff across systems (SIMS, HR file, contracts) Liaise with School Business Manager re Payroll <p>Employee Relations</p> <ul style="list-style-type: none"> Sickness and absence recording Support return to work meetings with staff after periods of absence (including those returning from maternity leave), advising line managers of the correct procedures. Address and resolve employee grievances, conflicts, and disciplinary issues to maintain a positive and productive work environment <p>Legal compliance</p> <ul style="list-style-type: none"> Ensure all HR practices comply with current employment legislation and safeguarding requirements A solid understanding of human resources principles, employment law, and best practices.

	<p>Employee Development and Engagement</p> <ul style="list-style-type: none"> • Work with the Headteacher & Business Manager to ensure the effective performance management and appraisal process for all staff. • Identify training needs, manage development programs, and ensure employees have access to the necessary guidance and information. • Oversee and manage the staff CPD and Training logs • Oversee staff satisfaction surveys • Complete leaver HR processes
	<p>General Responsibilities</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and agencies. • To attend skill training and participate in personal/performance development as required. • To take care of their own and other people's health and safety. <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required</p>