



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### HR MANAGER

### JOB DESCRIPTION

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

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