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**Post Title:** Human Resources Manager

**Purpose:** To develop and manage HR systems, policies, and procedures to support the effective leadership and management of the School, ensuring compliance with Safer Recruitmentguidance, SCR regulations, and best HR practices.

**Reporting to:** Director of Finance and Operations

**Responsible for:** Providing HR-related advice, guidance and administration across the School to ensure compliance with legal and regulatory requirements and best practices in recruitment, performance management, and employee well-being.

**Liaising with:**

* **Director of Finance and Operations (DFO)** – Recruitment, selection, contracts, legal compliance, SCR completion and safer recruitment. Staff professional development, appraisals for support staff
* **Assistant Heads, Head of Prep School, Head of Nursery -** Professional Development Plans and staff appraisals for teaching and nursery staff
* **SLT** – HR matters as appropriate
* **Assistant Bursar (Finance)** – Payroll matters
* **PA to Head** – HR matters as appropriate

**Main duties**

**Employment law & compliance:**

* Provide professional advice to the SLT on employment law and employee relations matters to ensure compliance with legislation.
* Ensure policies and procedures align with statutory requirements, including Safer Recruitment and Single Central Record (SCR) compliance.

**Employment contracts & records:**

* Create new stater employment contracts in consultation with the DFO to ensure all documentation is legally compliant and up to date.
* Maintain accurate and confidential employee records and staff files in accordance with GDPR and safer recruitment guidelines.

**Employment policies & procedures:**

* Develop and review policies such as grievance, discipline, bullying and harassment, absence management and pay. Present for Governing Board approval.
* Ensure that policies reflect best HR practices and meet statutory safeguarding requirements.
* Advise and monitor managers on onboarding and Safer Recruitment training, and HR best practices.

**Safer recruitment & selection**

* Manage and administer the recruitment and selection process to ensure full compliance with Safer Recruitment guidelines.
* Ensure job descriptions, person specifications, and advertisements meet school needs and compliance standards.
* Complete all pre-employment checks (DBS, references, qualifications) and maintain the Single Central Record (SCR).
* Develop induction programmes to ensure staff understand their safeguarding responsibilities, employment expectations and deliverables.

**Learning & development:**

* Ensure safer recruitment training is undertaken by relevant staff.
* Keep up-to-date records of professional development and training.

**Performance management:**

* Develop and oversee the performance appraisal system to support staff motivation and retention.
* Work closely with the DFO and SLT to ensure structured performance management, including development plans, goal setting, and feedback mechanisms.

**Pay & reward:**

* Ensure monthly pay changes are approved and processed with the payroll administrator
* Research and advise on pay structures, benchmarking, and reward strategies.
* Ensure alignment with equal pay laws and internal pay consistency.

**HR communication & systems:**

* Develop and maintain the EveryHR system for easy access to staff records, self service portals and school policies. .
* Ensure clear, transparent communication of HR initiatives, policy updates, and compliance requirements.

**Additional Duties:**

* Play a full role in the life of the school community to support its distinctive mission and ethos.
* Engage actively in safeguarding responsibilities as part of the School’s commitment to child protection.

**Other Specific Duties:**

* Continue personal development as agreed.
* Engage actively in your own performance review and development process.
* Undertake other duties as specified by the Head.
* Comply with any reasonable request from management to undertake work of a similar level.
* Foster a welcoming and professional environment for all staff and visitors.
* Ensure reasonable adjustments are made to support disabled staff and applicants.

This job description is current at the date shown but may be updated by the DFO to reflect changes in the role. Changes will be made in consultation with the post-holder.