

## JOB DESCRIPTION

### HR MANAGER – St Paul's School

**Department** Human Resources

**Line Manager** HR Director

#### Role

The HR Team at St Paul's School is responsible for:

- Generalist HR advice, guidance and support to all staff, including advising on HR procedures such as grievances, capabilities, disciplinaries, sickness absence reviews, etc.
- Management of the recruitment of Support staff from vacancy approval to induction.
- Advising and supporting the PAs to the Highmaster/Head on the recruitment of Teaching staff.
- Continually create and update policies and procedures relevant to the employee lifecycle and child protection.
- Management of the appraisal, induction and professional development process for support staff.
- Advising line managers on the appropriate safeguarding checks and procedures for staff, volunteers, contractors, freelance workers, visitors etc.
- Completing pre-employment checks on new staff, contractors and volunteers in line with the School's Safer Recruitment Policy.
- Organising mandatory Safeguarding/Child Protection training for relevant staff.
- Maintaining an accurate and compliant Single Central Register.
- Issuing HR documentation in relation to the employee lifecycle, such as employment contracts, contract amendments, and leaving letters.
- Production of management reports or HR analytics when required by Senior Management.
- Any other tasks or administration related to the employees of the School.

The HR Manager will assist the Director of HR with the smooth running of the department by providing in-house HR advice and support across St Paul's School and St Paul's Juniors, and supervising two HR Assistants on a day-to-day basis.

#### Main duties and responsibilities

##### Generalist/ Employee Relations

- To provide clear and straightforward generalist HR advice to all staff.
- To provide HR support to line managers on staff disciplinary, capability and grievance matters, dealing with the complexities of employee relations issues in a confident, legally compliant and professional way.



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- Liaise with external employment lawyers where necessary.
- Work with the HR Director to ensure all HR policies and procedures are up to date and legally compliant and ensure any changes are communicated to senior managers and staff when required.
- Manage consultations, redundancy processes, and TUPE transfers as needed.
- To review and implement employee benefits.

## HR Operations & Projects

- To undertake HR projects and produce management reports as directed by the HR Director.
- Actively drive continuous improvement of the HR service, identifying areas for improvement and driving and delivering improvement initiatives.
- Oversee and facilitate the smooth running of the HR administration function, including preparation of contracts of employment and contract amendments, leaver paperwork, payroll documentation.
- Participate and represent HR in broader School working groups/initiatives, such as the Wellbeing Index, Critical Incident Plan, etc.
- To keep the HR pages of the School intranet up to date.
- To deputise for the Director of HR.
- To supervise the work of the HR Assistants, including but not limited to the following areas:
  - Issue HR documentation in relation to the employee lifecycle, such as employment contracts, contract amendments, and leaving letters.
  - Record staff sickness absence, chasing paperwork such as fit notes or return to work interviews, flagging any issues with the HR Manager.
  - Maintain the appraisal and probation system for support staff
  - Maintain the Bicycle Scheme and other benefit schemes for all staff
  - Maintain the DBS Update Service subscriptions of all staff

## Recruitment, Safeguarding and Supervision

- To advise the PA to the High Master and the PA to the Head on the recruitment of teaching staff.
- To supervise the work of the HR Assistants, including but not limited to the following areas:
  - manage support staff recruitment vacancies across both Schools, from vacancy identification to completion of probation, ensuring best practice and legal compliance.
  - ensure completion of appropriate employment and vetting checks and maintenance of the Single Central Register to ensure compliance with current ISI regulations and Keeping Children Safe in Education.
  - carry out new staff inductions, including Child Protection induction training for support staff, contractors and volunteers.



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- be a point of contact for managers who are engaging volunteers, casual workers, or freelance workers and to advise on the safeguarding checks required.
- be a point of contact for suppliers of contracted staff at the school, for example cleaning, catering, night security and building work. Liaising with the suppliers to ensure the correct safeguarding checks have been carried out
- carry out audits of contractors' records to ensure their compliance with required employee vetting checks.
- To sit on interview panels as required.
- To carry out audits on the Single Central Register and personnel files to ensure accuracy.
- To deal with any escalated recruitment queries.
- To take on recruitment vacancies and safeguarding checks during peak times.
- To keep up to date with recruitment best practice, all relevant child protection legislation (such as Keeping Children Safe in Education), and all School policies relating to staff.
- Any other duties as reasonably required by the HR Director or the senior management team.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

## Essential skills and qualifications

- Educated to degree level or equivalent in qualification or experience
- Experience of working in a generalist advisory HR role (including all aspects of recruitment)
- Evidence of continuous professional development in the area of HR
- Up to date knowledge of employment legislation and its practical application
- Diplomatic, approachable and able to build strong working relationships at all levels
- Pro-active, organised and excellent attention to detail
- The ability to work with discretion at all times
- An ability to work both independently and as part of a team
- Excellent verbal and written communication skills and strong IT skills.
- Good time management with the ability to work under pressure and prioritise as necessary
- A "can-do" attitude and the willingness to "muck in" when the team is under pressure
- Experience of providing excellent customer service.

## Desirable skills and qualifications

- CIPD qualified up to Level 7



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- Previous experience of working in a school and / or knowledge of HR in schools and current school safeguarding regulations.
- Safeguarding and Child Protection awareness (although full training will be given in the area of Safeguarding and Child Protection and Safer Recruitment).
- Previous experience of managing or supervising staff

## Hours of work

8.30am – 4.30pm, Monday to Friday, with a one hour unpaid lunch break.

## Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

*NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.*

## Salary

£40-45k per annum, dependent on skills and experience.

## Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.



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- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

**October 2019**