



JOB DESCRIPTION

Downside School

Post Title:	HR Manager
Department:	Bursary
Location:	Downside School, Stratton on the Fosse
Reports to:	Bursar
Manages:	HR Assistant
Date of Issue:	September 2024

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

Working closely with line managers, the HR Manager manages the HR function for Downside School, providing comprehensive, operational HR advice and support across the whole employee lifecycle. The HR Manager plays a critical role in ensuring that the school is compliant with all relevant regulations and statutory guidance relating to HR, including the Independent Schools Standards (ISSRs), National Minimum Standards for Boarding (NMS) and Keeping Children Safe in Education (KCSIE).

Duties and Responsibilities

The following list is not exhaustive, but the post holder's principal responsibilities involve:

Administration

- Manage and develop the HR Assistant to deliver administrative tasks associated with the HR function to a high standard, adhering to policies and procedures.
- Prepare HR letters and other HR documentation (e.g. contracts) once authorised by the Bursar.
- Conduct audits to ensure that accurate HR records are held by the Department.
- Ensure accurate recording of all HR case work including minutes, emails, letters, witness statements.
- Seek opportunities to proactively review HR systems and processes to ensure that they are efficient, user friendly, and understood by those impacted.

Recruitment and induction

- Oversee the administration & facilitation of the onboarding process, including offer letters, starter packs, employment contracts and pre-employment checks.
- Negotiate the most cost-effective advertising appropriate for each role, in agreement with the Bursar.
- Liaise with the Bursar about advertising subscription renewals, advising on approach and keeping abreast of potential new sources to attract candidates.
- Ensure the full safer recruitment process is rigorous, effective and efficient, understood by staff, supported by an up to date recruitment policy and that recruiting managers are suitably trained.
- Ensure that the department is fully compliant and inspection-ready, meeting all relevant statutory requirements of ISSRs, NMS, KCSIE as inspected by the Independent Schools' inspectorate (ISI).
- Lead the induction of new staff, meeting with them on their first day, in order to provide a professional and welcoming experience, following up on review and probation processes to support staff and managers.
- Ensure that all contractors, volunteers and any other individuals engaged by the school to carry out work have been appropriately vetted.
- Work with the Director of Admissions and Marketing to ensure full compliance with the Schools' sponsor licence system and to ensure all staff sponsored through this route are appropriately engaged and managed, including being a Level one user of the UKVI sponsor licence system.

Generalist HR & Projects:

- Advise managers and staff on terms and conditions, HR policies, employment law and best practice such as pay, maternity, paternity, flexible working, absence management, annual leave calculations etc.
- Respond positively to day-to-day HR queries from staff, contractors, volunteers and potential applicants.
- Manage and advise on all employee relations cases and organisational change, ensuring timely and effective progress and risk management.
- Support the school in strategic HR projects, including organisational change, as identified by the Head or Bursar, in relation to a variety of areas e.g. pay, reward and benefits; staffing structures, HR system developments and staff wellbeing.
- Devise, circulate and collate the results of HR related staff surveys and questionnaires to inform improvements and development across the School.
- Draft and review relevant HR policies and procedures to ensure compliance and best practice within Employment Law, ensuring the Staff Handbook is up to date.
- Conduct exit interviews and make proposals as a result of information gathered.
- Be a courteous, professional and knowledgeable point of contact for anyone contacting the School, or for any enquiries made by members of the school community.
- Support managers in identifying appropriate training and development options for staff in line with their role requirements and continuing professional development.

Pay and benefits

- Proactively benchmark salaries against market rate and recommend changes as and when necessary.

- Work with the Bursar to ensure that all pay scales, responsibility allowances and salaries are updated and communicated in line with any changes.
- Develop and promote the School's benefits offering and ensure it is updated and reviewed regularly, identifying new and low or no cost benefits where possible.
- Manage the liaison with payroll to ensure accurate instructions relating to appointments and any contract changes affecting remuneration.

Wellbeing

- Support and encourage the promotion of staff wellbeing, diversity, inclusion and equality, developing policies in these areas of work.
- Be responsible for the procurement and management of the contract for an Employee Assistant Program (EAP) ensuring it is fully embedded into the School and regularly communicated to staff.
- Provide a professional and safe environment for colleagues to speak in confidence on matters of concern either at home or work that are impacting on their performance.
- Encourage and support healthy work practices amongst staff.
- Closely monitor absence and identify trends or areas of concern, responding with appropriate advice and support.
- Manage employee cases relating to health matters
- Manage the process for referrals to Occupational Health Services, interpret the advice provided, giving managers clear advice and guidance on case management.

Disciplinary, Grievance and Capability

- Responsible for the effective management of all disciplinary, grievance and capability processes, ensuring they are fully compliant with employment legislation, using up to date employment law knowledge and external professional advice where necessary.
- Support Managers in their investigations and preparations of management reports for presentation at hearings.
- Ensure managers are supported in a timely manner so that effective interventions can be put in place for issues relating to performance or conduct.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Observe health and safety procedures and work safely at all times.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the School.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	<ul style="list-style-type: none"> • CIPD qualified (L5 minimum) or with equivalent relevant experience. 	<ul style="list-style-type: none"> • CIPD qualified L7 	
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to write clear, concise and legally accurate letters, and other HR project documentation. • Excellent IT and numerical skills, with the ability to use simple formulas within Excel. • Ability to research, analyse and interpret legislation and other procedures and explain these to non-specialists. • Excellent interpersonal and communication skills, with the ability to relate to a wide audience and develop positive working relationships with people at all levels. • Ability to prioritise, multitask, plan and problem-solve. • Ability to provide professional HR support at all levels of the School. • Confidence and ability to explain HR compliance requirements to a variety of audiences to ensure compliance. • Working knowledge of employment law and HR best practice. 		
Experience	<ul style="list-style-type: none"> • Proven experience in an HR generalist role with the ability to lead an HR function. 	<ul style="list-style-type: none"> • Experience working in schools, with prior knowledge of safer 	

		recruitment regulatory compliance. • Experience as a manager leading a small team to deliver operational HR.	
Personal competencies and qualities	<ul style="list-style-type: none"> • An appreciation of the Catholic Benedictine Ethos. • Dedicated to ensuring the safeguarding of pupils. • Professional, combined with a warm and approachable personality. • Resilient and calm under pressure. • Open to new ideas and the ability to reflect, review, learn and adapt. • Ability to work independently with initiative and also as part of a team. • Comfortable with discretion and confidentiality. 		

Received by (print name): _____

Signature: _____

Date: _____