

The City of London Academy Highbury Grove

Post: Human Resources Manager

**Salary Range: PO1, SCP 29-31 - £34,986 - £36,486 per annum (Full time equivalent)
£31,537 - £32,889 (Pro rata equivalent)**

Contract: Permanent, 35 hours per week, term time only plus 2 weeks

Start date: As soon as possible

The City of London Academy Highbury Grove is looking for an exceptional Human Resources Manager to join our highly skilled and supportive Administration team.

We believe having an exceptional Human Resources provision plays a crucial role in the effective running and continuous improvement of our Academy. We believe that support team members within our school should be supported too, with all the opportunities needed to develop and achieve their goals.

You will provide support for the HR function of the academy, working closely with the Senior Leadership team.

We are looking for a highly skilled and experienced Human Resources Manager who wants to work in a role where there is ample opportunity to apply their skills. Experience of working within a school environment and sound knowledge of SIMS software would be an advantage. You will have strong interpersonal skills and exceptional communication.

With at least 2 years' experience in a broadly comparable human resources role, preferably within a school environment, you will, ideally, be part or fully qualified in human resources.

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an Outstanding Academy.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

As part of the country's best performing Trust for the new Progress 8 measure at KS4, the City of London Academies Trust is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If you would like to build your future with us and be part of this exciting journey, please visit www.highburygrove.colta.org.uk/staff-vacancies to download a job pack and application form. Completed forms should be emailed to hr@highburygrove.colta.org.uk

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. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced Disclosure and Barring check will be required.

Closing date: 9am Wednesday 14 August. Interviews will take place week commencing 19 August 2019.

Human Resources Manager job description

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|------------------------|--|
| Post: | Human Resources Manager |
| Grade | PO1, SCP 29-31 - £34,986 - £36,486 per annum (Full time equivalent) £31,735 - £33,096 (Pro rata equivalent) |
| Responsible to: | Vice Principal |
| Working time: | 35 hours per week, Monday – Friday. Term time only plus 2 weeks |

Principal Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of role

To manage the Human Resources function of the academy in liaison with the Senior Leadership team.

1. Human Resources

- To manage recruitment and selection processes, including placing advertisements, providing shortlisting packs, making interview arrangements and completing vetting checks, in line with safer recruitment responsibilities. Checking details of new staff and ensuring that all identification documents and references are satisfactory.
- To draft contracts, offer letters and other written communications to a high standard, on time and in accordance with the Academy policy and branding.
- To process applications for Disclosure and Barring Scheme (DBS) certificates.
- To ensure that effective supervision is taking place, prior to DBS certificates being received.
- To ensure that the Probation Policy is adhered to with robust documentation.
- To keep SIMS personnel records up to date at all times for both permanent and temporary staff.
- To ensure that all supply staff details comply with the requirements of safeguarding regulations.
- To keep and maintain the Academy 'Single Central Record' (SCR).
- To monitor staff attendance and punctuality in line with Academy policies and procedures.
- To manage staff absence in line with Academy policy and complete return to work interviews.
- To be aware of changing employment legislation and new developments and innovations.
- To ensure that up-to-date guidance and procedures relating to human resources matters are understood and implemented at all times.
- To ensure that personal development / training includes regular refreshers in human resource matters.
- To plan and sometimes deliver training, including induction of new staff.
- To analyse and identify training needs for teaching and support staff in conjunction with Academy leaders.
- To interpret and advise on employment legislation.
- To offer advice and support to staff with regard to payroll and personnel issues.
- To assist in producing/updating the staff handbook.
- To liaise with and be the point of contact for the City of London Academies Trust in relation to human resources
- To be responsible for the inputting and quality of data on all HR records and files. Also ensure the effective maintenance of both manual and electronic personnel records, including storage and archive.
- To ensure the safe and secure maintenance of personnel files, storage and archive systems.
- To maintain employee records in discussion with the Academy's payroll provider.
- To liaise with the Business Manager on payroll issues.
- To support trade union meetings and arrangements and provide administration support to key human resources meetings and activities as required.
- To liaise with external agencies and organisations as necessary, e.g. government departments, trade unions, recruitment agencies etc.
- To attend meetings relating to personnel issues and take accurate minutes of the meetings.

- To administer the performance appraisal procedure for both teaching and support staff.

2 Other duties

- To carry out any other reasonable duties within the scope of the post as directed by the Principal. The above list is not exclusive or exhaustive, and the Academy may require the job holder to undertake duties commensurate with the level of the role.

3 Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation, the General Data Protection Regulation (GDPR) and confidentiality
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Person specification

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| GCSE grade C or above in Maths and English (or equivalent) | ✓ | |
| CIPD or equivalent qualification | | ✓ |
| Educated to degree level or equivalent | | ✓ |
| Experience | | |
| Extensive experience of using ICT through data bases and electronic communication | ✓ | |
| Recent experience within an office environment | ✓ | |
| Qualified to administer First Aid | | ✓ |
| Experience of using Microsoft Office Suite | ✓ | |
| Experience of working with young children and their families in a multicultural environment | ✓ | |
| Experience of setting up and running a range of administrative systems | | ✓ |
| Experience of using email/internet | ✓ | |
| Experience of using SIMS or similar database | | ✓ |
| Knowledge | | |
| Knowledge and understanding of data protection and GDPR | | ✓ |
| Knowledge and understanding of the SIMS administration system | | ✓ |
| Accurate data entry skills | ✓ | |
| High level of organisational skill | ✓ | |
| Personal | | |
| Ability to engage in cooperative working to help the team achieve its goals | ✓ | |
| Ability to use authority to positively enhance outcomes for students | ✓ | |
| Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff | ✓ | |
| Ability to manage high workloads and prioritise tasks | ✓ | |
| Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to details | ✓ | |
| Must be well organised | ✓ | |
| Must be well presented | ✓ | |
| Excellent communication skills in writing and orally at all levels | ✓ | |
| Ability to take accurate messages and follow up where necessary | ✓ | |
| Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships | ✓ | |
| Ability to accurately input information on a database | ✓ | |
| Flexible and willing to contribute to the success of the team | ✓ | |
| Administrative | | |
| Experience of using, setting up, maintaining and developing administrative systems | ✓ | |
| Problem solving | ✓ | |
| Attention to detail in communication and planning | ✓ | |
| Relations | | |
| Have excellent interpersonal skills and be able to communicate effectively | ✓ | |
| Ability to develop good relations with staff and pupils and the wider school community | ✓ | |
| Ability to work some evenings | ✓ | |
| IT Skills | | |
| Fast and accurate keyboard skills | ✓ | |
| Word processing and typing skills | ✓ | |
| Good understanding of databases | | ✓ |