

## Job Description

<b>Job Title:</b>	<b>HR Manager</b>
<b>Job Type:</b>	Support Staff - Admin
<b>Contract type:</b>	Full Time (some flexibility for the right candidate)
<b>Location:</b>	Tormead School, Cranley Road, Guildford GU1 2JD
<b>Department:</b>	Human Resources
<b>Salary:</b>	£45,000 - £55,000 FTE (dependent on experience)
<b>Line Manager:</b>	The Bursar

### Job Summary

Reporting to and working closely with the Bursar, the HR Manager is a senior support staff role leading the HR operations at the school. Supported by an HR Officer, the key responsibilities of the role will include HR strategy and policy, operational HR, recruitment, HR reporting and employee relations. The postholder will provide advice and guidance to line management as needed, arrange the production of employment offers and contracts, and prepare the monthly payroll.

### Main Responsibilities

#### HR Leadership & Management:

- Provide effective line management including daily mentorship and guidance to the HR Officer
- Establish and communicate clear, measurable objectives in support of the school's development plan
- Deliver ongoing competency and skill development sessions and support CPD
- Oversee and balance the distribution of tasks and projects within the HR team.

#### Employee Relations:

- Provide expert advice and guidance to the Senior Management Team and department heads on a range of staffing matters, including absence management, capability, and disciplinary procedures
- Provide advice and support for staff on the nuances of HR policies and procedures, ensuring clarity and understanding
- Manage and resolve employee relations issues, ensuring fair and consistent treatment
- Implement robust absence management procedures in accordance with the school's absence management policies and disability discrimination legislation, providing regular information to the Bursar and Executive Group on relevant cases
- Manage all aspects of family and other leave in accordance with statutory requirements and Tormead HR policy
- Monitor probation, providing support and advice to line managers as required and ensuring detailed records are maintained in conjunction with the Assistant Head, Staff Development.

#### Strategic Development & Implementation:

- Formulate a comprehensive people strategy that aligns with the school's development plans, including periodic review of organisation structures to ensure they continue to meet current and future needs

- Keep abreast of the latest trends and advancements in the HR sector, attending relevant briefings (e.g. ISBA, ISI, GSA, HMC)
- Lead the research, selection, and implementation of a cutting-edge HRIS to streamline HR processes.

#### **Recruitment:**

- Formulate and implement innovative and effective recruitment strategies for both support and teaching staff
- Work with recruiting managers to ensure production of a comprehensive job description for all roles
- Maintain strict adherence to all recruitment and employment-related regulations and best practice
- Take responsibility for the effective execution of all employment verification processes and ensure the meticulous upkeep of a fully accurate Single Central Register.

#### **Appraisal, Learning & Development:**

- Working with the Assistant Head, Teaching and Learning, ensure that performance management processes are conducted for both teaching and support staff to drive continual improvement
- Lead on the creation and delivery of a performance management process for non-curriculum support staff
- Working with the Assistant Head, Staff Development, work to develop the skills of line managers
- Ensure delivery of a comprehensive and uniform onboarding experience for both teaching and support staff
- Ensure all staff have a comprehensive job description, which is regularly reviewed and updated as the needs of the business change
- Develop a training and development plan in line with the school's strategic objectives
- Maintain records of staff training and CPD, liaising with other departments as necessary.

#### **HR Processes and Records Management**

- Take responsibility for the compliant production, retention, retrieval, transfer and disposal of all HR records and information, ensuring compliance with GDPR
- Oversee the accurate management of holiday and absence records
- Ensure the regular update of staff lists and organisation charts
- Propose improvements to systems and procedures to enhance service efficiency.

#### **HR Reporting:**

Preparation of reports to inform decision making by EG/Governors to include:

- Staff turnover
- Absences and absence management
- Retention rates
- Vacancies
- Equalities data
- Employee relations matters.

#### **Policies, Procedures & Compliance:**

- Direct the creation, review, and periodic updating of HR policies and procedures, ensuring they remain relevant and compliant

- Ensure strict compliance with all employment-related legislation, including safeguarding and recruitment protocols.
- Ensure strict confidentiality and compliance with GDPR in all matters
- Working with the Compliance Manager, ensure all regulatory standards are met.

**Employee Reward & Recognition:**

- Undertake regular salary and benefits benchmarking and provide reports to the Bursar, Head and Governors to support innovative reward and benefit policies that motivate and retain high-performing employees
- Provision of information/participation in benchmarking surveys as appropriate
- Offer insights into annual pay increments.

**Contracts and payroll**

- Prepare contracts of employment for all new staff, advising on any appropriate changes in line with best practice
- Prepare the monthly payroll for processing by the school’s third party provider
- Advise staff on payroll and pensions matters.

**Budget Management:**

- Manage the HR Department's budget
- Regularly monitor and provide detailed reports on budget utilisation.

**Other Duties**

Act as the face of the school in various meetings and professional forums, championing its values and objectives.

Take responsibility for identification of personal learning, training and development opportunities in discussion with your line manager

Assume additional responsibilities and tasks as directed by the Senior Management Team to ensure the department's success.

**Key Relationships**

Internal:

Bursar, Head, members of the Executive Group, Senior and Prep School management teams, middle academic and pastoral leaders, Senior School teaching and support colleagues. Members of the Governing Board.

External:

Prospective employees, network of partners and local schools.

**Person Specification**

**Essential**

**Desirable**

**Education / Qualifications / Training**

- Educated to degree level
- HR qualification with a minimum of CIPD membership at a minimum of Level 5
- CIPD Level 7 Qualification
- Commitment to continuing professional growth and development.

✓  
✓  
✓

✓

Experience		
<ul style="list-style-type: none"> <li>• Familiarity with safeguarding and child protection protocols in educational settings including safer recruitment legislation and practice</li> <li>• Prior management of a Single Central Record.</li> <li>• Proven track record in shaping and guiding an HR department in alignment with organisational goals, including the capacity to challenge, engage, and influence decisions.</li> <li>• Experience of enhancing HR systems and methodologies, including the implementation and maintenance of technology in HR.</li> <li>• Significant experience in development of HR policy and procedures</li> <li>• Knowledge of current HR best practice and issues affecting the sector</li> <li>• Experience in management of change projects</li> <li>• Insight into flexible remuneration structures and recent trends in employee rewards and development.</li> <li>• Prior experience working in a school environment and knowledge of the Independent School sector.</li> <li>• Experience in creating and executing diversity and inclusion strategies.</li> <li>• Experience in drafting employment contracts</li> <li>• Experience in managing payroll processes.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
Skills / Characteristics		
<ul style="list-style-type: none"> <li>• Comprehensive knowledge of primary employment laws and HR compliance.</li> <li>• Proficient recruitment abilities, including effective use of social media and professional networks.</li> <li>• Excellent knowledge of GDPR requirements</li> <li>• An understanding of the need for discretion and confidentiality in all dealings</li> <li>• Able to balance the delivery of strategic advice whilst ensuring an accuracy of administrative detail that is second to none</li> <li>• Excellent written and spoken communication skills</li> <li>• Able to relate to and engage with stakeholders at all levels</li> <li>• Excellent IT knowledge and confident usage of Microsoft applications including excel</li> <li>• Methodical, organized, and detail-oriented approach.</li> <li>• A proactive attitude combined with the capacity to remain poised and effective under pressure.</li> <li>• Independent work ethic, coupled with leadership qualities, team collaboration, strong persuasion skills, and a balance of diplomacy and assertiveness.</li> <li>• Reflective nature, open to listening to others, and welcoming feedback.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

## Safeguarding

To promote and safeguard the welfare of children and young persons for whom the HR Manager is responsible, or with whom they come into contact, and to adhere to and ensure compliance with Tornead's Safeguarding Policy at all times.

If, during carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tornead's policies and procedures.