

## HR MANAGER JOB DESCRIPTION

### The School

St Gabriel's is an independent day school founded in 1929 which incorporates Sandleford, our EYFS provision. At present there are approximately 500 pupils in the School.

Sandleford Priory dates back to the early Middle Ages and is set in a beautiful Grade 1 listed building within 33 acres of Capability Brown parkland. In the last decade, we have successfully established Sandleford Nursery and extended the co-education offering of our Junior School to Year 6. From September 2022, we will be extending our co-educational offering to the Senior School.



St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils. We fuel our pupils' intellectual curiosity and broaden their horizons, developing their confidence and self-belief and ultimately ensuring that they achieve their academic potential.

Our passionate staff deliver inspirational teaching and exceptional pastoral care creating a relaxed and friendly environment for learning. Pupils are provided with the opportunities to develop their confidence, talents and potential, enabling them to achieve high levels of success and readiness for the future. In the 2019 ISI inspection, the school was rated Excellent in all areas, indicating the balanced excellence that has been created in this forward thinking setting.

### The Role

Reporting to the Bursar, the HR Manager will ensure the effective management of the School's HR services drawing on knowledge as a people professional, understanding of the School strategy and appreciation of the organisational structure and culture.

The HR Manager will advise the Bursar on the effective implementation of HR policies and procedures, providing pragmatic and employee focused advice. They will use coaching and influencing skills to drive employee engagement and manage change.

### Key Responsibilities

#### General HR

- Work closely with senior and line managers to understand and implement policies and procedures such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Keep up to date with changes in employment legislation and provide employment law and general HR advice to managers.
- Manage employee relations caseload including grievance, disciplinary, family leave, flexible

- working and capability procedures communicating with the School Legal Advisors as required.
- Advise managers on employee relations matters including capability, disciplinary and absence.
  - Oversee the administration and accuracy of HR in-house systems.
  - Conduct exit interviews.
  - Provide KPI, management information, and statistical employee data.
  - Coach senior managers on organisational structure reviews.
  - Provide leadership of HR projects as required by the Bursar.

### **Training & Development**

- Oversee the annual appraisal process for support staff.
- Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, school procedures, and safe working.
- Ensure adequate coverage is maintained for trained first aiders and fire marshals.
- Oversee the sourcing of relevant and cost effective training solutions.
- Oversee the Apprenticeship programme and liaise with relevant bodies.
- Draft training agreements where appropriate.
- Ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.

### **Recruitment**

- Ensure safer recruitment practices are implemented in accordance with the School Recruitment, Selection and Disclosures Policy, Keeping Children Safe in Education, and ISI requirements.
- Manage the whole cycle of recruitment campaigns.
- Oversee the preparation of offer letters and contracts.
- Review contractual terms and conditions in line with employment legislation via ISBA and best practice.
- Maintain St Gabriel's Home Office Sponsorship Licence and Basic Compliance Assessment status, and apply for visa sponsorships as appropriate.

### **Remuneration & Benefits**

- Manage administration of the annual pay review process.
- Manage all employee benefits including pensions, group life assurance, income protection, medical insurance.
- Undertake market reviews of benefits to ensure value for money and effective service delivery.
- Carry out salary benchmarking reviews and provide advice to the Bursar.
- Work closely with the Finance & Payroll Administrator to ensure: a timely and accurate payroll; Pensions Regulator, contractual and statutory payments compliance.

### **Wellbeing**

- Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.
- Liaise with Occupational Health Advisors in respect of staff referrals.

### **Compliance**

- Review and update HR policies and procedures in keeping with School needs, best practice and legislation.

- Ensure compliance with all employment legislation relevant to the role.
- Ensure compliance with the School Recruitment, Selection and Disclosures Policy and appropriate safeguarding guidance.
- Management of the Single Central Register and all associated checks for employees, workers, contractors and volunteers.
- Ensure that the Single Central Register is Inspection compliant.
- Provide advice to staff on relevant safeguarding checks required for visitors, contractors, supply and temporary staff.

When required, the HR Manager will attend and present to Governors and the School Executive on issues within area of responsibility and undertaken other duties as required, commensurate with the role.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of 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, s/he must report any concerns to the school's Child Protection Officer or to the Principal.

#### **Person specification and experience**

1. Educated to degree level
2. CIPD qualified
3. Previous generalist experience providing support to managers and staff
4. Competent MS Office user
5. Experience of managing complex employment relations cases
6. Effective under pressure and able to meet deadlines
7. Confident working with senior managers and ability to build trusted relationships
8. Excellent written and verbal communication skills at all levels
9. Committed to the safeguarding of children and equality of opportunity
10. Experience of working in a highly confidential environment whilst ensuring tact, diplomacy and discretion

#### **Hours of work**

Part time 35 hours per week, Monday-Friday during term time plus working 2 days per week (up to an additional 40 days) during School holiday periods.

#### **Salary & Benefits**

- Salary FTE in the region of £36,000-£42,000pa (salary will be prorated for part time working)
- Generous contributory pension scheme
- Group life assurance
- Free parking and meals during term time
- Employee wellness programmes

#### **To apply**

Please apply by completing a St Gabriel's Application Form (available on [www.stgabriels.co.uk](http://www.stgabriels.co.uk) . Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Angela Morris, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD. For an informal discussion please call 01635 555694. Closing date 12<sup>th</sup> October 2021.