**JOB ROLE: Human Resources Manager**

**PAY BAND: Band 7**

**HOURS: 37 per week/ 43 weeks per year**

**REPORTS TO: Headteacher**

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our young peoples’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Mayfield School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purpose**

To lead the delivery of the provision of HR protocols, procedures and administration duties at Mayfield School, ensuring that school (and Trust) processes and protocols are adhered to.

To provide HR administration, support and assistance to Mayfield School; dealing with all matters in a confidential and professional manner.

To work closely with the Executive Headteacher and Headteacher ensuring efficient and effective administration and communication underpins the smooth running of the school’s and Trust’s HR protocols and practises.

To maintain the highest confidentiality at all times.

**Accountabilities**

1. To develop and maintain the highest professional expertise in the administration of Human Resources.
2. To ensure that appropriate resources are available to support Mayfield School.
3. To ensure the Single Central Register (SCR) is maintained and meets all statutory requirements.
4. To communicate effectively to all Mayfield School stakeholders ensuring the school’s and Trust’s systems and protocols are adhered to.
5. To oversee the administration of the school’s recruitment processes and protocols.
6. To ensure completion of the absence returns to the payroll provider ensuring it is uploaded onto the agreed systems.
7. Keep appropriate confidential records and oversee the maintenance of an effective and prompt filing system.
8. To ensure all staff are issued appropriate letters and contracts.
9. To ensure that Safer Recruitment policies and procedures are adhered to in the recruitment process and updated in accordance with KCSIE.
10. To ensure that all staff have completed the appropriate level of safeguarding training in line with KCSIE.
11. To Ensure that accurate records are kept of all statutory training completed by staff.
12. To ensure that all members of staff have timely DBS checks as per Mayfield School Safeguarding Policy.
13. To monitor the absence of school staff and to follow the procedures of the school’s absence management policy and its effectiveness, preparing an annual report for Governors and report to Headteacher.
14. To administer exit procedures for staff leaving the school.
15. To administer the induction procedures for staff joining the school or returning after a long period of absence (eg maternity leave).
16. To Line Manage, appraise and provide workload supervision to the HR team, such as HR admin.
17. To ensure the effective operation of all HR protocols and procedures at Mayfield School.
18. To ensure that the Workforce Census is accurately completed in a timely fashion.
19. To assist the Headteacher ensuring that Staff Wellbeing is constantly being reviewed and providing support in delivery of relevant strategies and ensuring that staff are provided with the appropriate tools and resources to support them.
20. To work with the Executive Head and Headteacher to develop a people strategy for Mayfield School
21. To lead and minute weekly personnel meetings with the Executive Headteacher and Headteacher.
22. To minute meetings as required.
23. To participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
24. To participate professionally in own Line Management meetings.
25. To be linked to a house team and play an active role in promoting their House ethos.
26. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
27. To promote students wellbeing by undertaking supervision of students in senior during breaktimes as timetabled.
28. At the discretion of the Executive Headteacher and/or the Headteacher to undertake other activities from time to time agreed to be consistent with the nature of the job description.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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