

Job Description

School HR Manager

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade C, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job manages comprehensive HR operations including recruitment, staff records, workforce data, payroll administration and statutory compliance requirements. Developing and implementing workforce plans, HR policies and employee relations casework while providing guidance to managers and staff. Overseeing staff training and development programmes and maintaining critical systems including safeguarding records.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Staffing & HR

- Managing strategic and/or operational cover arrangements for staff absence, liaising with agencies for supply staff, managing complex cover requirements as needed and ensuring compliant, efficient and effective use of resources.
- Managing the confidential handling of all staff records, files and processes, including absence records, maternity and paternity leave, induction, probation reviews, performance management, training records, job descriptions and risk assessments.
- Managing the payroll system and administration for all school staff, including timely submission to payroll, appointments, changes, timesheets, salary statements and corrections.
- Acting as first point of contact for payroll queries from staff, managers and the payroll provider

- Ensuring the school's Single Central Record is maintained and all DBS checks and reviews are robustly administered, in line with safer recruitment and statutory guidance.
- Producing and coordinating HR letters and correspondence including variation to contract letters, maternity, holiday entitlement and occupational health referrals.
- Producing reports, data analysis and statutory returns as needed including the School Workforce Census.
- Managing processes for starters, leavers and general employment matters, liaising with HR and Payroll providers as required and processing all staff contractual changes.
- Managing staff absence, staff attendance procedures and recording of staffing information such as annual leave, TOIL, overtime and banked hours in line with BCC Pay Policy.
- Developing and overseeing the plan for staff training, development and annual appraisal.

Recruitment

- Managing recruitment and selection processes, including preparing job descriptions and adverts, sending application packs, and arranging interviews.
- Requesting and verifying references, and ensuring completion of all safer recruitment checks including DBS.
- Managing induction processes and new starter arrangements.

Employee Relations, Policies & Procedures

- Developing and implementing plans, such as a workforce plan or HR Strategy, under the direction of Senior Leadership, to support staff well-being, development and retention.
- Providing advice and guidance to day-to-day queries and concerns from line managers and employees.
- Providing leadership and/or support for HR case management including grievance, disciplinary, absence and performance matters, conducting investigations, preparing reports and liaising with external specialist advisors as appropriate.
- Supporting the development of leaders and managers through coaching and provision of advice and support based on up to date guidance and policy.
- Managing the review and development of HR policies and procedures in line with current legislation, under the direction of the Headteacher.
- Communicating with key stakeholders, including Trade Unions and the Local Authority, with regard to employee issues.
- Maintaining and developing key systems, processes and documents such as the Staff Handbook, the school MIS staffing information and personnel initiatives under the direction of the Headteacher.
- Ensuring the school has access to the most up to date versions of BCC HR policies, templates, documents and associated procedures.

Compliance
<ul style="list-style-type: none"> Monitoring HR processes to ensure full compliance with relevant statutory guidance including safer recruitment, safeguarding and GDPR Contributing to the compliance of wider business processes as required, which may involve acting as DPO and/or being responsible for the Single Central Record.

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/I	Hold GCSEs or equivalent in English and Maths at grade C/4 or above.
Qualifications	AF/I	Hold a recognised HR qualification, such as minimum Level 3 CIPD, or equivalent demonstrable experience.
Experience	AF/I	Have substantial experience administering HR functions within a school or relevant setting.
Skills	AF/I	Be proficient in using HR management systems, payroll software and school MIS platforms.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016).
Skills	I	Have excellent communication and interpersonal skills for

		managing sensitive and confidential matters with staff and line managers.
Skills	AF/I	Be skilled in drafting professional correspondence, reports and HR documentation to a high standard.
Other	I	Demonstrate a flexible and adaptable approach to supporting varied school operational needs, with the ability to remain calm under pressure.
Competency	AF/I	Be able to promote and model working independently and working effectively as part of a team.
Competency	AF/I	Be capable of handling sensitive employee relations matters with discretion and maintaining strict confidentiality
Competency	AF/I	Have excellent organisational and prioritisation abilities to coordinate and manage multiple competing demands effectively.
Competency	AF/I	Be capable of developing and implementing HR policies and procedures aligned to legislation.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including data protection, safeguarding, safer recruitment, statutory compliance and HR.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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