THE MISBOURNE
LEARNING • KINDNESS • EXCELLENCE

Human Resources Manager

Job Description for the current post-holder.
Subject to change depending on the skills and expertise of the successful candidate.

Job Title	Human Resources Manager
Reporting To	Academy Business Manager
Salary	£37,722 - £41,272 per annum (Scale 6 SCP 31 - 35)
Tenure	Permanent
Current Core hours	Monday: 08:15 -16:45 Tuesday to Friday: 08:15 -16:00 *(including 30 minutes unpaid lunch daily)* *(Hours can be flexible for the right candidate)*
Paid Working Hours Per Week	37
Paid weeks per annum	52 (Term time only plus will be considered for the right candidate)
Holiday entitlement	25 - 30 days (depending upon length of service) plus bank holidays
FTE	1 FTE
Notice Period	3 months

Purpose of role

- To manage the academy's HR function;
- To ensure full HR statutory compliance, including safer recruitment and KCSIE guidelines;
- To act as a key adviser to the Headteacher, Senior Leadership Team (SLT), and trustee board on all workforce, legal, and employee relations matters.

Duties Specific to the Postholder

Strategic HR Management and Operations

- Support with the development and delivery of the academy's people strategy to support educational goals;
- Advise and support the Business Manager, Headteacher and SLT on workforce planning, organisational restructuring, and change management;
- Develop, implement, and review all school HR policies, staff handbooks, and procedures to ensure alignment with UK employment law;
- Support a positive workplace culture, work with the Business Manager SLT on staff wellbeing, recruitment retention strategies, and engagement initiatives;
- Manage relationships with external legal advisers, trade union representatives, and HR consultancy services.
- Maintain expert knowledge of employment legislation. Manage workforce risks and emerging employee relations issues and escalate significant organisational risks to the Business Manager and Headteacher

Compliance and Safer Recruitment

- Oversee the safer recruitment process, ensuring strict adherence to Keeping Children Safe in Education (KCSIE) guidance;
- Maintain accountability for the Single Central Record (SCR), ensuring statutory pre-employment checks are completed;
- Monitor statutory compliance across the academy, including right to work, DBS updates, and sponsorship administration;
- Lead on internal HR compliance audits and oversee GDPR requirements for all workforce data
- Implement and ensure consistent application of policies and procedures, monitoring operational compliance
- Ensure appropriate risk assessments are conducted for HR and workforce-related matters.

Employee Relations and Performance Management

- Support the Headteacher and Business Manager with complex employee relations matters, including disciplinaries, grievances, capability, and absence management;
- Support with the annual performance development review (PDR) framework for teaching and support staff;
- Manage absence review procedures, coordinate occupational health referrals, and support return-to-work strategies;
- Lead formal consultation processes with staff and union representatives where required.

HR Systems, Payroll, and Administration

- Maintain oversight of the academy's HR management systems (SIMS and cloud platforms) to ensure data accuracy;
- Process contract variations and oversee monthly draft payroll reconciliations in coordination with the Business Manager;
- Manage the execution of the annual DfE workforce census return;
- Direct onboarding, probation management, and exit procedures, evaluating feedback to continuously improve processes.
- Ensure fair, consistent and timely application of Hr procedures

Line Management

- Line manager the Recruitment Officer.
- Strategic HR Partner relationship

Absence Management

- Provide high level advice and manage sickness absence cases
- Liaise with Occupational Health (OH) as required referring staff to OH and managing the process
- Preparation of annual absence report for trustees

This job description complements the Contract of Employment and outlines the core responsibilities of the role. As the needs of the school evolve, you may be asked to undertake additional duties reasonable for your position, as requested by the Headteacher. Any variations will align with the general scope and level of responsibility of your post.

General Requirements
● Participating in the academy's performance development review system ● Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher ● Promoting the academy's policy on behaviour for learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school. ● Undertaking such other duties as reasonably requested by the SLT or Headteacher.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS is essential.

Headteacher	**Post Holder**
Signature:	Signature:
Name:	Name:
Date:	Date:

Person Specification - HR Manager

Evidence Key
A = Application
I = Interview
T – Task
R = Reference

Criteria	Essential / Desirable	Evidenced by A, I, T, R
Qualifications & Education		
CIPD Level 5 qualification as a minimum; Consideration given to anyone already working towards this level.	Essential	*Application*
Evidence of continuous professional development in UK employment law and HR practice	Desirable	*Application Interview*

Experience		
Proven track record working as an HR Manager, HR Business Partner, or Senior HR Officer, ideally within an educational setting	Essential	*Application Interview*
Experience of handling complex employee relations procedures to resolution	Essential	*Interview*

Experience designing and executing recruitment strategies compliant with safer recruitment standards *training provided for the right candidate if not from a school background)*	Desirable	*Application Interview*
Practical experience maintaining single central records and managing statutory compliance *(training provided for the right candidate if not from a school background)*	Desirable	*Application Interview*
Experience developing HR policies, managing organisational change, and liaising with trade unions	Essential	*Application Interview*

Knowledge and Skills		
Comprehensive, up-to-date knowledge of UK employment law	Essential	*Interview*
Comprehensive and up to date knowledge of Statutory education directives (KCSIE) *(training provided for the right candidate if not from a school background)*	Desirable	*Application/ Interview*
Exceptional interpersonal and communication skills with the capability to advise and influence senior stakeholders	Essential	*Application Interview Reference*
Strong analytical skills for evaluating workforce metrics, sickness absence data, and turnover patterns	Essential	*Application Interview*
Ability to handle sensitive situations with high levels of diplomacy, confidentiality, and sound judgment	Essential	*Interview Reference*
Advanced proficiency in HR management systems, SIMS, Google Workspace, and Microsoft 365 *(training provided for the right candidate if not from a school background)*	Desirable	*Application Interview*
Ability to prioritise competing workloads, manage high-volume activity, and meet strict deadlines	Essential	*Application Interview*
Personal Attributes		
Demonstrable commitment to safeguarding and promoting the welfare of children and young people	Essential	*Interview*
Strong ethical grounding, integrity, and resilience under pressure	Essential	*Reference*
Collaborative leadership approach focused on solutions and continuous improvement	Essential	*Interview*