



# Malton School

A Specialist Science School

SUPPORT INSPIRE THRIVE

## Job Description

<b>Title:</b>	<b>Human Resources and Admin Manager</b>
<b>Salary Grade:</b>	<b>Grade L, Scale points 32 to 36 (£35,745 to £39,880 – full-time and full year)</b>
<b>Contract Type:</b>	<b>Established, Part-time (28 hours), Term-time only + 1 week (£23,655 to £26,394)</b>
<b>Responsible to:</b>	<b>Headteacher</b>

### **General Description:**

- Member of the Senior Leadership Team (SLT), working closely with the Headteacher to provide effective HR services to the school and providing specialist advice across a range of HR disciplines.
- To provide high quality HR advice and leadership on all HR matters, providing specialist advice to members of the SLT, line managers and governors.
- Responsible for the effective and efficient operation of all HR processes, coaching line managers where required.
- To line manage support staff middle leaders as required.
- To line manage a team of administrative staff.
- To have overall responsibility for support staff processes.

### **Summary of Key Responsibilities:**

<b>1.</b>	<b>Leadership and Line Management</b>
<b>1.01</b>	To provide strong and effective leadership in all HR matters across the school.
<b>1.02</b>	To contribute to organisational planning, development and design of the school structure and services, including workforce planning where appropriate.
<b>1.03</b>	To be responsible with the Headteacher for the on-going review of support staff structures.
<b>1.04</b>	To work with the Headteacher and other members of the SLT to develop and implement strategies, procedures and policies that have a long-term impact on school improvement.
<b>1.05</b>	To develop Performance Management and CPD systems to ensure long term improvement and impact.

<b>1.06</b>	To line manage support staff middle leaders (such as the Finance Manager and Facilities Manager) to ensure that the support staff service delivers excellence to all stakeholders.
<b>1.07</b>	To provide advice and guidance to other line managers to carry out their responsibilities for the people they lead through advice, coaching and professional development.
<b>1.08</b>	To line manage the admin team to ensure that the support staff admin service delivers excellence to all stakeholders.
<b>1.09</b>	To line manage the PA to the Headteacher to secure a high quality support service for the Head and wider leadership team.
<b>1.10</b>	To work with the PA to the Headteacher to develop skills in HR related matters so that the post holder can effectively deliver and support identified HR processes.
<b>1.11</b>	To act as a member of the Senior Leadership Team at all times in the way you conduct yourself round school, taking responsibility wherever you are the senior member of staff and contributing to school systems, such as staff duties, in accordance with your role as a senior leader.
<b>2.</b>	<b>Operational Human Resource Management</b>
<b>2.01</b>	To support the Headteacher in all HR responsibilities, providing advice and guidance as appropriate.
<b>2.02</b>	To provide Line Managers with advice regarding staffing issues, e.g., investigations, Resolving Issues at Work, developing performance etc.
<b>2.03</b>	To risk assess HR issues and use most appropriate resources, e.g., using NYCC SLA services.
<b>2.04</b>	To be responsible for the School's Performance Management systems, ensuring that all staff are trained to use the School's BlueSky platform effectively through appropriate training sessions.
<b>2.05</b>	To work with the Headteacher to review end of year PM data and present outcomes to Governors' Personnel Committee for ratification.
<b>2.06</b>	To moderate PM objectives for support staff at the beginning of the year to ensure that objectives are in line with Whole School Priorities and SMART.
<b>2.07</b>	To work with the Headteacher and Assistant Head (Teaching and Learning), ensure that all staff – teachers, support staff and leaders at all levels, receive focused and highly effective professional development, creating a culture of continuous improvement among the staff team.
<b>2.08</b>	To ensure all HR policies, e.g. Pay Policy, Performance Management etc., are developed, updated and implemented to meet legislative and organisational requirements.
<b>2.09</b>	To be responsible for the School's Absence Management processes in line with the School's policy, holding sickness absence meetings and progressing through to conclusion.
<b>2.10</b>	To support staff with return to work and phased return following long term absence. Liaising with Occupational Health and the School's Health and Safety Manager to ensure that suitable individual risk assessments are in place to support the school and employee.
<b>2.11</b>	To provide individualised Directed Time Calculations for all teaching staff on an annual basis to ensure compliance with School Teachers Pay and Conditions Document.
<b>2.12</b>	To hold HR Management oversight, for all support staff including recruitment, induction, performance management, attendance, training and development,
<b>2.13</b>	To provide support to the Headteacher and other line managers in their line management responsibilities for teaching staff.
<b>2.14</b>	To act as liaison with external HR services and in particular with NYCC as the school's employer.
<b>2.15</b>	To work with line managers providing advice and support to set clear targets and challenge underperformance where appropriate.
<b>2.16</b>	To highlight personal training and supervision needs to build on your own skills and knowledge, attending all staff meetings and training days as appropriate.

<b>2.17</b>	To be responsible for Occupational Health referrals, contribution to staff well-being at the school.
<b>3.</b>	<b>Systems and Information</b>
<b>3.01</b>	To contribute to reviewing new technologies to ensure the school has innovative technology and systems to enhance workflows for the staff team.
<b>3.02</b>	To be responsible for maintaining accurate HR records for the school.
<b>4.</b>	<b>Safeguarding</b>
<b>4.01</b>	To know about data protection issues in the context of your role, fully supporting the safeguarding and child protection policies and procedures of the school.
<b>4.02</b>	Understand that different confidentiality procedures may apply in different contexts.
<b>4.03</b>	To be responsible for promoting and safeguarding the welfare of all children and young people in the school.
<b>5.</b>	<b>Data Protection</b>
<b>5.01</b>	To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
<b>5.02</b>	To ensure that all statutory and operational requirements of GDPR legislation are met in relation to your role and maintained in accordance with and changes to or development of the regulations.
<b>6.</b>	<b>Health and Safety</b>
<b>6.01</b>	To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
<b>6.02</b>	To work with colleagues and others to maintain health, safety and welfare within the working environment.
<b>6.03</b>	Work with the Health & Safety Manager to develop Individual Risks Assessments following referrals to Occupational Health.
<b>7.</b>	<b>Equalities</b>
<b>7.01</b>	To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
<b>7.02</b>	To have a clear understanding of equality issues - in behaviours and aptitudes.
<b>8.</b>	<b>General</b>
<b>8.01</b>	To comply with policies and procedures relating to child protection, safeguarding and safe working practices.
<b>8.02</b>	To comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
<b>8.03</b>	To attend relevant briefings and school meetings as required.
<b>8.04</b>	To actively support the senior leadership team and the governing body in promoting a positive image of the school.

<b>8.05</b>	To actively support the ethos and policies of the school amongst the student body, the parents and the wider community.
<b>9.</b>	<b>Behaviours and Aptitudes</b>
<b>9.01</b>	To be a leader, of staff and students.
<b>9.02</b>	To be self-motivated, demonstrating a positive approach with a "can do" attitude.
<b>9.03</b>	To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others.
<b>9.04</b>	To be able to communicate effectively and professionally with staff, students, parents, governors and external agencies as required.
<b>9.05</b>	To remain calm and measured when dealing with difficult situations and incidents.
<b>9.06</b>	To be passionate about achieving the best for each member of staff.
<b>9.07</b>	To show a willingness to work flexibly to meet the best interests of the school.
<b>9.08</b>	To be able to work well under pressure.
<b>9.09</b>	To be able to organise and develop effective systems.
<b>9.10</b>	To relate well to young people.
<b>9.11</b>	To engender trust and respect from students and colleagues and other stakeholders.
<b>9.12</b>	To retain a sense of humour and an empathetic approach in working well with other colleagues.
<b>9.13</b>	To maintain confidentiality.
<b>9.14</b>	To be committed to achieving excellence.
<b>9.15</b>	To prioritise and plan effectively to ensure completion of tasks.
<b>9.16</b>	To be able to take initiative and work independently.
<b>9.17</b>	To be able to effectively quality assure the work of others, identifying strengths and areas for improvement.
<b>9.18</b>	To be able to coach and mentor other staff, providing constructive feedback effectively.
<b>9.19</b>	To be self-reflective, with the ability to evaluate own achievements and deliver improvement.
<b>10.</b>	<b>Skills / Qualifications / Experience</b>
<b>10.01</b>	To hold a degree level qualification or relevant management experience.
<b>10.02</b>	To hold a Level 5 CIPD qualification.
<b>10.03</b>	To be able to demonstrate suitable leadership training or qualifications.
<b>10.04</b>	To be able to demonstrate proven and effective high-level HR experience including complex case-work.
<b>10.05</b>	To have experience of working with managers at a senior level.
<b>10.06</b>	To be able to manage and lead a team effectively.
<b>10.07</b>	To display a good level of ICT competence (including Microsoft Office and HR related systems).
<b>10.08</b>	To demonstrate good negotiation skills.
<b>10.09</b>	To demonstrate good judgement and decision-making skills.
<b>10.10</b>	To be able to manage own time effectively, prioritising actions appropriately.
<b>10.11</b>	To be able to problem solve as required, and to be able to plan within the overall school strategic framework.
<b>10.12</b>	To demonstrate strong presentational skills.
<b>10.13</b>	To have an excellent attendance record.

Job Description Prepared By: RJW

Date: October 2021

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: