

Job Description

Position: HR Manager

Line Manager: Principal

Purpose of this post

The School offers a fantastic opportunity for an experienced HR Manager to join us at a crucial moment in our growth and development. The Junior and Senior School wishes to appoint an HR Manager to be responsible for the School's HR function and work in close coordination with the School's Management and the Employee's Union. The successful candidate will also be responsible for the implementation of HR practices and procedures, staffing resources, employee performance evaluations, promoting a positive organizational culture and ensuring the efficiency of work processes. The Junior and Senior School is a prestigious and thriving school aiming to further develop and enhance its reputation as one of the leading schools in the country. The HR Manager will relish this exceptional opportunity to work alongside the Senior Management in taking the School into the next chapter of its development and have a genuine impact on its future.

Duties & Responsibilities

General Duties:

- Be the first point of contact for all HR-related queries within the business. The successful candidate will provide proactive advice and support the management team on employee relations issues.
- Attend meetings with the Board of Governors and Senior Leadership Team addressing HR matters.
- Support the development and digitalization of the HR function's Information System (HR function).

Recruitment and Staffing:

- Manage the end-to-end recruitment process, including creating job descriptions, posting vacancies, interviewing candidates, and onboarding new staff members.
- Collaborate with department heads to identify staffing needs and ensure timely hiring of qualified personnel.
- Develop and implement strategies to attract and retain top talent, including academic and non-academic staff members.

Employee Relations and Conflict Resolution:

- Serve as the main point of contact for all HR-related queries, addressing staff concerns and managing employee relations.
- Facilitate conflict resolution and mediate disputes between staff members when necessary.
- Promote a positive work environment by fostering communication, teamwork, and respect among employees.
- Act as the first point of contact for resolving grievances filed by union members. This may involve investigating complaints, mediating disputes, and collaborating with union representatives.

Performance Management:

- Apply the current performance appraisal systems to monitor staff performance and provide feedback.
- Upgrade the performance appraisal system if needed based on the needs of the School
- Develop and coordinate professional development opportunities for academic and non-academic to enhance their skills and knowledge.
- Work with leadership to set clear performance goals and ensure staff development plans are in place.

Compliance and Policy Management:

- Ensure the school's HR policies comply with labor laws, child protection regulations, and relevant educational guidelines.
- Maintain up-to-date records of employee contracts, benefits, and performance evaluations in compliance with legal requirements.

Staff Retention and Engagement:

- Develop initiatives to improve employee engagement and job satisfaction, including staff recognition programs, team-building activities, and work-life balance policies.
- Monitor staff turnover rates and devise strategies to retain key talent.
- Facilitate regular staff surveys to gather feedback and implement changes to improve the work environment.

Compensation and Benefits Administration:

- Manage payroll, employee benefits, and compensation packages, ensuring they are competitive and compliant with industry standards.
- Oversee leave management, including maternity/paternity leave, annual leave, and sick leave policies.

HR Strategy and Planning:

- Contribute to the strategic planning process by aligning HR initiatives with the school's long-term goals.
- Forecast staffing needs and develop succession planning to ensure the school is equipped to meet future demands.

Training and Professional Development:

- Design and coordinate orientation programs for new hires and professional development programs for existing staff.
- Collaborate with external training providers and education experts to ensure ongoing staff development and compliance with educational standards.
- Manage the Learning and Development practice including not limited to developing learning plans, organizing necessary learning activities and applying for HRDA subsidies

HR Data and Reporting:

- Maintain accurate HR records, including employee data, contracts, leave records, and performance evaluations.
- Prepare regular reports for senior management, highlighting key HR metrics such as recruitment status, turnover rates, and employee satisfaction.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.