

**THE BISHOP OF WINCHESTER ACADEMY**  
**JOB DESCRIPTION- SUPPORT STAFF**

**Section One**  
**General information**

<b>Post Title</b>	Human Resources Manager
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>To lead and manage a comprehensive HR function in the academy trust and be accountable for the quality of work delivered.</p> <p>To lead the implementation of all HR policies and procedures ensuring an effective and comprehensive HR function which models best practice and is compliant with legislation</p> <p>To develop excellent working relationships with academy leaders to ensure advice provided is relevant and tailored to the needs of the academy</p> <p>To provide, advice and guidance to the Academy Leadership Team and stakeholders within the academy on HR and line management matters</p> <p><u><b>Key Accountabilities</b></u></p> <p><b>Recruitment, Selection, New Starters &amp; Internal Appointments</b></p> <ul style="list-style-type: none"> <li>• Oversee and support with recruitment and selection processes, including advertisements, shortlisting packs, interview arrangements and vetting checks, in line with safer recruitment responsibilities.</li> <li>• To discuss and agree offers of employment with leaders and ensure the salary offered is fair and equitable with others at that level, and ensure that employment contracts and terms and conditions are prepared accordingly.</li> <li>• Ensure that all pre-employment checks and processes including the collection, verification and recording of essential documentation, Disclosure Barring Service checks are completed to a high standard to agreed deadlines.</li> <li>• Ensure that contracts, offer letters, changes to terms and conditions and other written communications are to a high standard, on time and in accordance with templates provided by or confirmed by HR provider.</li> <li>• Enter relevant pre-employment information on Single Central Record.</li> <li>• Organise new starter Induction, liaising with appropriate colleagues.</li> <li>• Track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and informing leaders of relevant concerns.</li> <li>• Generate and issue the appropriate contract to appointed staff, completing variation to contract as and when required.</li> </ul> <p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>• To develop and embed the academy's Staff Wellbeing initiative</li> <li>• To advise and coach managers on ER casework including Disciplinary, Grievance,</li> </ul>

Capability, Sickness Absence, Probation, and Appeals in line with Trust or TUPE policies where applicable, liaising with HR provider for support.

- Advise line managers on the correct policies and procedures to be used dependant on the employees' contract of employment.
- Issue relevant letters to staff ensuring timelines are strictly followed, arrange meetings, clerk meetings and ensure all paperwork including checklists are fully completed.
- Advise Academy Leaders of appeals.
- Liaise with HR provider in relation to action being taken, ensuring sign off on any issue where there is a possibility of a claim against the Academy.
- To monitor staff attendance and punctuality in line with policies and procedures.
- To manage staff absence in line with policy, complete return to work interviews and Occupational Health referrals.
- To interpret and advise on employment legislation.

#### **Absence Management**

- Track staff absences and ensure return to work interviews are held with the staff member's line manager after every sickness absence.
- Ensure the absence management policy is followed and that meetings are held as set out in the policy; managing short term persistent absence and long term, keeping leaders up to date with attendance issues and liaising with HR provider over complex cases as required.
- Complete Occupational Health referrals in a timely manner, setting up workplace assessments, specialist appointments and training, liaising with Occupational Health when required.
- Ensure regular contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points.
- Complete ill health and retirement pensions paperwork, in conjunction with the finance team and HR provider

#### **Performance management**

- To ensure that performance management and appraisal processes are being followed.
- To ensure appraisals are placed on BlueSky in a timely manner.

#### **Staff Turnover**

- Track recruitment and retention, reporting to the academy leaders and others as required.

#### **Leave of Absence and Holidays**

- Ensure Leave of Absence requests are reviewed by leaders, that staff are formally notified of the outcome of requests and personnel records and payroll are updated.
- Issue maternity guidelines and paperwork and ensure that risk assessments are carried out regularly once the Academy is aware a member of staff is pregnant.
- Ensure contact is maintained and manage keeping in touch days.
- Ensure paternity guidelines are followed as and when necessary.
- Manage and record holiday entitlements for support staff in liaison with their line managers.

- In liaison with academy leaders ensure 39+ weeks staff are aware of their work plan during academy closure

### **Reports**

- To provide ALT with reports on HR data on a regular basis such as absence, ER, starters, leavers.
- Complete termly HR report.

### **Administration**

- To ensure SIMS and personnel records are always kept up to date for both permanent and temporary staff.
- Add new staff to the Database and keep staff training records up to date.
- To ensure the Single Central Record is accurate, up to date and maintained in line with KCSIE.
- To support with the School Workforce Census in conjunction with HR colleagues and Finance Teams.
- To be responsible for the inputting and quality of data on all HR records and files.
- Ensure the effective maintenance of both manual and electronic personnel records, including storage and archive.
- To ensure the safe and secure maintenance of personnel files, storage and archive systems.
- To maintain employee records in discussion with the Academy's payroll provider.
- To administer the performance appraisal procedure for both teaching and support staff.
- Maintain contact with local trade union representatives and facilitate regular Academy meetings.

### **Advice & Guidance**

- To deal with employee relations in a calm, sensitive and professional manner dialogue with the HR Manager on all ongoing issues.
- To offer support to staff on the interpretation and application of terms and conditions of service and contractual issues.
- To ensure own continuous professional development and that knowledge is up to date in line with latest HR and associate legal developments.
- To represent HR and participate in various projects and internal groups across the organisation, from time to time.
- Liaise with the HR and Legal SLA provider on legal and HR related issues.
- Attend regular meetings with the HR Manager to ensure the integrity of HR function and ensure that priorities are being met.
- To continually review current practice and processes and liaise with ALT and HR team on recommendations for improvements on policies and procedures.

### **Cover Provision**

- To support with the daily cover provision in co-ordination with Cover Supervisors
- To coordinate the absence request process for planned absence or cover requirements. To input planned absences to SIMS and liaise with the leadership team to source appropriate cover arrangements.
- To liaise with recruitment agencies to organise staffing for short-term or long-term cover requirements. To be responsible for confirming hours and signing off weekly timesheets.
- To maintain and update the Staff Supply Booklet with relevant information including system access, school timings and behaviour policies.
- To meet with and direct temporary staff in the first instance. To ensure temporary staff

	are informed of academy procedures and have completed safeguarding training.
	The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Reporting to:</b>	Academy Leadership TEam
<b>Responsible for:</b>	Providing an effective administrative support service to the Principal and an effective Human Resources management to the Principal and Academy Leadership Team.
<b>Liaising with:</b>	Principal, Vice Principal, Director of Finance, HR Team, finance team, external agencies as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	Salary & hours subject to negotiation & experience.
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Appraisal process.

**Section Two**  
**Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.