



The Bishop of Winchester Academy HR Manager

Full Time – 52 weeks

37 Hours per Week, Salary Scale Point: 33-39
£34,000 - £39,680 (dependent on experience)

This is an exciting opportunity for a dynamic individual with a proven background in Human Resources to join our supportive and successful team.

You will have excellent communication skills both written and verbal and be able to communicate with all members of the academy, building constructive working relationships.

The successful candidate will be qualified to at least CIPD Level 5, self-motivated, able to multi-task and will have thorough knowledge of employment law. You will have a proven track record of successfully meeting deadlines under pressure and maintaining accurate records that are highly confidential.

Main responsibilities will include:

- To ensure all academy HR policies & procedures are updated and in line with any legislation changes including Employment Law and Safeguarding
- To be responsible for academy recruitment procedures
- To manage the administration of the academy HR function
- To guide, coach and support line managers with HR queries
- To monitor and evaluate CPD across the academy.
- To monitor sickness absence (absence calls, conducting return to work interviews, reports and meetings).
- To oversee the academy cover allocation (training will be provided).

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full." (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

To apply for this role, please visit the vacancies section of our website to complete an application form:

<https://www.tbowa.org/staff/vacancies/support-staff>

Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. An enhanced DBS check is also required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

Closing Date for Applications: **Midnight, Sunday 4th June, 2023**

