Headteacher: Sam Perryman (Mrs)
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Oakley School
Skills for Life and Independence

Human Resources Manager

School Mission: Children and young people at the heart of all we do.
School Ethos: Work Hard, Be Kind, Have Fun, Stay Safe.
Reporting to: School Business Leader
Salary Grade: Kent Scheme E + Oakley Allowance
Hours: 30 hours per week, Monday to Friday. Term-time + 1 week

Job Description

Purpose of the Role

Reporting to the School Business Leader, the Human Resources Manager will coordinate the effective day-to-day delivery of the school's human resources, recruitment, payroll and workforce administration functions.

The postholder will provide accurate and timely first-line HR advice and support to school leaders and staff, referring complex, sensitive or high-risk matters to the School Business Leader or the school's HR Advisory Service as appropriate.

The role includes coordinating recruitment and onboarding, safer recruitment checks, undertaking routine payroll and pension administration and liaising with external providers, with full payroll processing outsourced, maintaining employee records, absence management, employee-relations procedures and workforce reporting.
The postholder will help ensure that HR policies and procedures are applied consistently and that employment information is maintained accurately, securely and confidentially.

The role requires professionalism, discretion, sound judgement and a clear commitment to safeguarding children and young people and to Oakley School's mission, ethos and values.

Key Responsibilities

HR Administration & Advisory Support

- Coordinate the school's day-to-day HR and workforce administration functions, providing professional, accurate and timely support to the School Business Leader.
- Support the School Business Leader with the review, implementation and communication of HR policies, procedures, guidance and standard documentation.
- Maintain up-to-date professional knowledge and alert the School Business Leader to relevant changes in HR guidance or employment practice.
- Provide first-line advice and support to the Leadership Team and staff regarding routine HR queries, with the support and direction of the School Business Leader where required.
- Write and issue letters to staff relating to contractual changes, meeting summaries and other employment matters.
- Attend and participate in weekly staffing meetings, taking and sharing notes and actions.
- Liaise with the outsourced HR Advisory Service and designated External HR Consultant to obtain advice and guidance on behalf of the Leadership Team.
- Identify opportunities to improve HR systems, working practices and employee information.

Recruitment & Safer Recruitment

- Manage the administration of the recruitment and selection process, including applications, correspondence, planning, scheduling and facilitations of interviews.
- Coordinate interview arrangements, including timetables, diary entries, rooms, selection activities and support for candidates attending the school.

- Coordinate all required pre-employment and safer recruitment checks for employees, governors and volunteers, including DBS and barred-list checks, in accordance with statutory guidance and the school's procedures, ensuring accurate maintenance of the Single Central Record.
- Coordinate DBS, barred-list and other safeguarding checks for staff, governors and volunteers in accordance with current statutory guidance, eligibility requirements and the school's agreed checking and renewal procedures.
- Maintain accurate safeguarding records and ensure all required entries are made on the Single Central Record.
- Liaise with recruitment agencies to arrange temporary cover for staff absence and vacancies.
- Support the Headteacher with the provision of references for former employees in line with Safer Recruitment guidance.

Onboarding, Probation & Leavers

- Coordinate the onboarding and induction of employees and volunteers, including the timely provision of IT access, equipment, identification cards, keys, clothing, payroll information and relevant induction documentation.
- Monitor probationary periods, issue timely reminders and ensure review documentation and management decisions are completed, authorised and recorded within required timescales.
- Coordinate leaver processes, including correspondence, notification to payroll, exit information, return of school property and closure of relevant system access.

Employee Records & Workforce Administration

- Maintain accurate, secure and confidential electronic and paper employment records, including appointments, contractual changes, absence, probation, training and termination information, using the school's management information system and SharePoint.
- Collate performance management review information in preparation for the annual Pay Review meeting.
- Support the preparation of workforce information and reports as required.

Absence Management & Occupational Health

- Coordinate the school's absence-management procedures, including accurate recording, return-to-work documentation and monitoring of review dates.
- Coordinate Occupational Health and staff counselling referrals and maintain appropriate records.
- Monitor and report attendance trends to the School Business Leader.
- In collaboration with the School Business Leader, arrange wellbeing checks, return-to-work interviews and informal absence-review meetings.

Payroll & Pensions Administration

- Coordinate the preparation and submission of monthly payroll information to the school's outsourced payroll provider, including starters, leavers, absence, expenses, overtime and authorised contractual changes.
- Liaise with the outsourced payroll provider to resolve routine queries and maintain an appropriate audit trail.
- Carry out routine pension administration relating to the LGPS and Teachers' Pension Scheme, including new-joiner documentation, pension estimates and employee information changes.

Employee Relations

- Provide confidential administrative and procedural support for informal and formal employment matters, including absence, conduct, grievance, disciplinary and capability procedures, under the direction of the School Business Leader or appointed HR adviser.
- Prepare and maintain confidential documentation and correspondence associated with formal and informal employee-relations processes.

- Ensure documentation relating to employee-relations matters is maintained securely and confidentially.

Staff Wellbeing & Risk Management

- Coordinate staff wellbeing activities, including the booking of external providers and management of The Hub Wellbeing Page.
- Coordinate individual staff risk-assessment processes, including pregnancy and health-related assessments.
- Ensure the employee, relevant manager and appropriate professional advisers contribute to risk assessments where required.
- Maintain accurate risk-assessment records and monitor agreed actions and review dates.

Learning, Development & Training

- Manage the administration of staff training requests and bookings.
- Issue training agreements where required.
- Coordinate relevant mandatory and operational training records, including first aid, minibus and administration of medicines training.

General Business Support

- As a member of the Administration Team, support the School Business Leader with wider school administration as required.
- Provide support with reception duties and enquiries when necessary.
- Undertake other reasonable administrative duties appropriate to the level and nature of the post.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (DBS) to KCC's satisfaction. Oakley School is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

Oakley School is committed to safeguarding children and young people; a commitment we expect all staff to share and uphold.

Person Specification

Criterion	Essential / Desirable
Qualifications and professional development	
Good standard of general education, including English and mathematics at GCSE grade 4/C or equivalent	Essential
CIPD Level 3 qualification or equivalent knowledge gained through relevant HR experience	Essential
CIPD Level 5 qualification, or currently working towards this	Desirable
Safer recruitment, payroll, pensions or data protection training	Desirable
Commitment to continuing professional development and undertaking required role-specific training	Desirable
Experience	
Relevant experience in an HR, payroll or people-administration role	Essential
Experience of providing first-line HR information, advice and support to managers and employees	Essential
Experience of coordinating recruitment, selection, pre-employment checks and onboarding processes	Essential
Experience of maintaining accurate and confidential employee information using databases or electronic recordkeeping systems	Essential
Experience of payroll administration, including starters, leavers, contractual changes, absence, overtime and expenses	Desirable
Experience of supporting absence management, employee-relations processes or Occupational Health referrals	Desirable
Experience of pension administration, preferably LGPS and/or Teachers' Pensions	Desirable
Experience of working in a school, local authority or similarly regulated environment	Desirable
Experience of maintaining or auditing a Single Central Record	Desirable
Knowledge and understanding	
Sound working knowledge of HR practice and relevant employment legislation	Essential
Understanding of fair recruitment, equality, inclusion and reasonable adjustments	Essential
Understanding of confidentiality, data protection and the secure handling of employment and medical information	Essential
Understanding of safeguarding responsibilities and safer recruitment within a school environment	Desirable
Knowledge of school employment conditions, Kent Scheme arrangements, LGPS or Teachers' Pensions	Desirable
Skills and abilities	
Excellent written and verbal communication skills, with the ability to explain sensitive HR matters clearly, accurately and professionally	Essential
Ability to draft professional correspondence, reports, meeting notes and employment documentation	Essential
Excellent organisational skills, with the ability to prioritise a varied workload, maintain accurate records and meet fixed deadlines	Essential
Ability to exercise sound judgement, work within defined authority and recognise when senior or specialist advice is required	Essential
Ability to handle sensitive and challenging matters calmly, objectively and confidentially	Essential
Ability to establish constructive working relationships and work collaboratively with employees, managers, senior leaders and external providers	Essential
Ability to analyse workforce information, identify trends and prepare clear reports	Desirable
Competent in Microsoft 365, including Word, Excel, Outlook, Teams and SharePoint, with the ability to learn HR, payroll and school information systems	Essential
Personal qualities and professional conduct	

Professional, discreet, trustworthy and dependable	Essential
Calm, resilient and able to work effectively under pressure	Essential
Approachable, fair and able to maintain appropriate professional boundaries	Essential
Proactive, flexible and solutions-focused	Essential
Committed to equality, safeguarding and Oakley School's mission, ethos and values	Essential
Additional requirements	
Willingness to work flexibly and support the wider administration team to meet the operational needs of the school	Essential
Ability and willingness to work across Oakley School's sites when required	Essential
Suitability to work in a school environment, subject to satisfactory references and all required pre-employment checks	Essential