

JOB DESCRIPTION: HR MANAGER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	The HR Manager is responsible for managing the full employee lifecycle, ensuring compliance with employment law, safeguarding requirements, GDPR, ISI regulations and best practice. The role provides professional HR advice and support to senior leaders, managers, and staff, while supporting the School's strategic objectives and promoting a positive working environment.
Responsible to:	The Bursar
Responsible for:	N/A
Hours of work:	40hrs Monday to Friday worked 8.15am until 5.15pm (1hr lunchbreak) Flexibility over the role being worked all year round, or term-time plus an agreed number of weeks worked during School Holiday
Salary:	Full-time equivalent of £40,000 - £45,000 per annum, <i>pro rata</i> if not working all year round, dependent on experience.
Commencement Date:	November 2026 or shortly thereafter
Notice Period:	Three months

Overview

The HR Manager is responsible for managing the full employee lifecycle, ensuring compliance with employment law, safeguarding requirements, GDPR, ISI regulations and best practice. The role provides professional HR advice and support to senior leaders, managers, and staff, while supporting the School's strategic objectives and promoting a positive working environment.

Key Tasks

Recruitment

- Manage the end-to-end recruitment process for teaching, support staff and governors including; placing advertisements, arranging and being involved in interviews, through to onboarding of new starters.
- Ensure all recruitment activities comply with safeguarding requirements, Keeping Children Safe in Education (KCSIE), and Independent Schools Inspectorate (ISI) standards.
- Maintain the Single Central Record (SCR) and ensure the information is accurate and up to date and complies with current statutory guidance
- Coordinate pre-employment checks, references, DBS checks, and onboarding documentation.

Employee Relations

- Provide a responsive and professional HR service to employees, managers and senior leaders.
- Provide professional advice and support to managers on employee relations matters, including disciplinary, grievance, capability, attendance, and performance matters.
- Support managers in addressing employee relations issues fairly and consistently.
- Manage formal HR processes including organising and supporting meetings, investigations and hearings, including documentation, correspondence, records.
- Advise and manage maternity, paternity, adoption and parental leave.

HR Administration and Records

- Maintain accurate staff records and HR systems, ensuring they are properly maintained and secured, improving HR processes and systems where identified.
- Prepare contracts, contract amendments, and employment-related correspondence.
- Ensure compliance with GDPR and data protection requirements.

Staff Development and Training

- Coordinate induction programmes for new staff ensuring new starters receive the relevant information and training required i.e. safeguarding, health & safety, School policies and procedures etc.
- Manage mandatory training requirements, including safeguarding and health and safety and keeping on track of all training renewals i.e. minibs and first aid and keep records up to date.
- Support the development and implementation of staff wellbeing initiatives.

Attendance and Wellbeing

- Log and monitor absence, managing long-term and short-term absences, advising managers on sickness absence procedures and supporting employees.
- Coordinate occupational health referrals and other support services where required.

Payroll and Benefits

- Liaise with the Finance Manager to ensure accurate processing of payroll.
- Ensure contractual changes, absence, family leave, starters, leavers and other HR information affecting payroll are accurate and communicated efficiently.

Policy and Compliance

- Keep abreast of employment legislation and educational sector developments.
- Ensure HR policies and procedures are applied consistently and appropriately.
- Review and update HR policies and procedures.
- Advise senior leaders and governors on employment law and HR best practice.
- Support compliance with safeguarding, equality, and employment legislation.

Strategic HR Support

- Contribute to workforce planning and organisational development.
- Produce HR reports and workforce data for senior leaders and governors.
- Support the School's aims, values, and strategic objectives.

Other

- Attend workshops with outside providers to remain current with employment law and best practice.
- Support the Bursar and Estates Manager in Health & Safety matters as they apply to staff.
- Engage specialist help and outside providers, including employment lawyers and occupational when required.

Person Specification

Essential

- CIPD Level 5 qualification or equivalent HR experience.
- Experience of managing HR processes and employee relations casework with the ability to provide practical HR guidance.
- Sound knowledge of UK employment law and ability to keep professional knowledge current.
- The ability to interpret legislation and other laid-down procedures and be able to explain the requirements in simple, practical terms to non-specialists.

- Excellent written and verbal communication skills.
- Highly organised and able to manage a varied and busy workload.
- Excellent administration skills.
- Approachable with good listening skills and the ability to handle confidential information with discretion.
- A good understanding of data protection and GDPR legislation.
- A good team player with the ability to work under own initiative.
- Proficient IT skills, including HR systems and Microsoft Office.
- Positive approach to learning in the role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- CIPD Level 7 qualification.
- Experience working within an educational setting.
- Knowledge of safeguarding and safer recruitment requirements.
- Experience of ISI or Ofsted regulatory environments.
- Experience of working in a standalone HR role.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to appropriate pre-employment checks, including an enhanced DBS check and satisfactory references.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.