

	Job Description:	Scale:	PO3
	HR & Cover Manager	Hours/Weeks :	36 hours, 52 weeks
		Updated:	April 2022

Person reports to:	<ul style="list-style-type: none"> • School Business Manager
Person supervises:	<ul style="list-style-type: none"> • HR & Cover Administrator
Purpose of Job:	<p>To provide a professional, efficient and effective HR administrative support and advice service for the school in accordance with agreed policies and procedures. Ensuring compliance with all relevant legislation and maintaining confidentiality and high professional standards at all times. The post holder will:</p> <ul style="list-style-type: none"> • Support the Headteacher and Leadership Team on all personnel issues. • Be the main point of contact with the payroll service, ensuring that information is submitted to them within set timescales so that staff are paid on time. • Be the main point of contact with staff regarding HR and payroll enquiries. • Advise on and implement legislative changes to HR policies and procedures. <p>To be responsible for the management of the schools cover for teaching staff on a daily basis.</p>

MAIN DUTIES AND RESPONSIBILITIES

1. Recruitment

- Ensure Safer Recruitment procedures and guidelines are followed.
- Draft job descriptions and person specifications, as directed.
- Draft advertisements and arrange posting in appropriate media.
- Compile application packs and monitor applications received.
- Organise candidate shortlisting and interview content/activities with the recruiting manager.
- Obtain references and other relevant information, prior to interview.
- Coordinate interview days.
- Issue conditional offer letters and arrange for contract/contract variation letters and contracts to be sent out by the local authority HR and Payroll service.

2. Starters and Leavers

- Undertake Pre-employment checks as per protocol.
- Process DBS checks using an online system, in line with current guidance.

- Maintain and manage the Single Central Record in line with current guidance.
- Support induction programmes for all staff.
- Ensure payroll is notified of starters and leaver details and contractual information in a timely manner.
- Arrange access rights or suspension to the various ICT systems (e.g. SIMS) liaising with appropriate staff members.

3. Payroll

- Deal with payroll queries and act as liaison between Lister staff and the payroll provider.
- Submit the monthly payroll templates for both teaching and support staff, detailing any starters, leavers, contract amendments, additional hours etc.
- Advise staff and SLT on payroll and conditions of service matters, liaising with the Headteacher, School Business Manager, Finance Manager, as appropriate.

4. Probation

- Monitor probation periods for support staff and ensure that probationary reviews are carried out at the correct time.
- Ensure that line managers are advised of the probation process for support staff.

5. Contractual Variation, Appraisal and Pay Awards

- Ensure any changes to role, grade or pay follow the agreed procedures and advise the headteacher where there is risk of the process not being followed.
- Support the School Business Manager in developing and maintaining a performance appraisal system for support staff, using appropriate software, as directed.
- Liaise with the headteacher regarding appraisals for teaching staff, recording outcomes in staff files and actioning decisions with payroll.
- Advise Headteacher and School Business Manager of any pay awards notified by the local authority HR and Payroll Service, so that pay budgets can be adjusted accordingly.

6. Staff Training

- Source relevant and appropriate training and development opportunities for support staff, as directed.
- Ensure all training courses attended by staff are recorded on SIMS Personnel, with certification filed in personnel files.

7. Absence Management

- Maintain absence records for both internal management and payroll purposes,
- Monitor both sickness and unplanned absences and refer absences that are a cause for concern to the School Business Manager.

a) Sickness Absence Management

- Be fully conversant with the Sickness Absence Policy and Procedures for the school and advise the Leadership Team accordingly.
- Liaise with the local authority HR and Payroll service for further advice and guidance, where required.
- Co-ordinate and monitor sickness absence management and ensure that line managers are following the process by providing sufficient advice and guidance.
- Monitor sickness absence and advise the Headteacher and SLT members in a timely manner when a staff member's sickness absence has reached the level to commence

with a Trigger Level (return to work) Interview (stage one), Formal Improvement Action Plan (stage 2) or a Hearing to Consider Dismissal (stage three).

- Create sickness absence reports for SLT, as required
- Provide guidance to line managers so that they are aware of their responsibility to treat all sickness absence sensitively and confidentially.
- Co-ordinate the referral of staff to occupational health, as required.
- Assist in the coordination of any reasonable adjustments as recommended by occupational health.

b) Other Absence and Leave Management

- Provide advice and guidance to the School Business Manager and SLT on requests for non-sickness absence in line with current policies (e.g. medical appointments, religious observance, and personal matters).
- Respond to requests for absence in a timely manner, once the School Business Manager has decided the outcome of the request. Ensure that the Cover Manager (for teaching staff) is advised so that staff cover arrangements can be made at the earliest opportunity, where required.
- Administer annual leave cards for staff on 52 week contracts and keep a central record of leave taken and carried forward.

8. Staff Data and Information

- Ensure compliance with Data Protection legislation in all areas of work.
- Create and maintain personnel files for all staff.
- Ensure the SIMS Personnel database is accurate and up to date.
- Support the Data and Exams Manager by checking, collating and validating staff data for input to the Workforce Census, each autumn.
- Provide accurate and timely management information for the school, as required.

9. Routine Policies

- Keep HR policies and procedures up-to-date in line with employment law, as guided by the local authority HR and Payroll Service.
- Support the Headteacher and School Business Manger to review the pay policy, when required.
- With guidance from the School Business Manager, develop and maintain an electronic and hard copy HR policy and staff guidance directories.

10. Casework

- Seek and provide confidential advice and support to the Leadership Team, including referral advice regarding all matters relating to disciplinary and grievance matters.
- Support SLT with complex and sensitive casework, such as: capability procedures, grievances, disciplinary actions, appeals, suspensions, whistleblowing claims, bullying claims and sickness absence.
- Attend casework meetings to take accurate minutes, as required.
- Maintain up-to-date and accurate manual case files, available for retrieval and perusal by the SBM or Headteacher, as required.
- Keep an online log of all timely words, disciplinary proceedings and grievances, and prepare anonymised summary reports for leadership and governors, each term.

11. Managing Requests for Employment References

- Maintain an online database of reference requests, for all current and former staff and long term external agency staff.

- Draft references for signing by the Headteacher, or Deputy Headteacher in his/her absence.
- Ensure that references agreed through individual settlement or compromise agreements are the only references utilised. Any requests for alternative references must be referred to the HR support services for advice and a record kept of the advice given.
- Ensure completed references are returned to requesting employers in a timely manner, keeping an electronic copy of all references.

12. Cover Management

- Organise cover for absent teaching staff using SIMS, including engaging external supply staff when necessary to ensure sufficient classroom staffing. This will include authorising agency invoices and completing on-line agency timesheets, as required.
- Monitor the 'report' systems for absences of teaching staff (i.e. phone line and absence request notifications) on a daily basis and the diary of events, planning cover in advance, wherever possible, to ensure sufficient cover is enlisted.
- Manage the cover rota or the leadership team to ensure that 'extra' cover duties for absent colleagues are apportioned fairly across the leadership team.
- Take a primary role in the recording and notifications of records regarding absence and cover. Recording all absence on SIMS and producing reports on absence for school management and governance, as required.
- Arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- Be responsible for emergency cover throughout the day including room changes if required.
- Make decisions regarding the most appropriate person to cover particular absences.
- Maintain and publish the schools cover list on a daily basis.

13. Additional duties

- Maintain logs and monitoring for equal opportunities, starters/leavers feedback etc and provide reports as required.
- To work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain a high degree of professionalism, confidentiality, politeness, tact, sensitivity and awareness in relation to all duties undertaken.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health & Safety in the post holder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Schools Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale PO3

HR Officer

Updated April 2022

Essential	Essential/Desirable	How the selection criteria will be assessed
Qualifications		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	Application Form
Relevant HR qualification (e.g. CIPD) or working towards qualification	E	Application Form
Educated to Degree level	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience of working in a HR administration role or other role closely aligned to HR	E	Application Form, Interview, Test
Experience of working in a HR administration role in an education setting	D	Application Form
Experience of developing protocols, processes and procedures	D	Application Form, Interview
Working knowledge of teachers' pay and conditions	D	Application Form
Experience of minute taking	E	Application Form
Experience of planning and coordinating meetings in a time pressured environment	E	Application Form
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	Application Form, Interview, Test
Abilities and Skills		
Proficient in IT with particular skills in MS Word, Excel and/or Google	E	Application Form, Interview, Test
Proficient user of SIMS or other MIS	D	Application Form
Organisation and administrative skills	E	Application Form, Interview, Test
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
Excellent interpersonal skills	E	Application Form, Interview
Ability to consult and negotiate with external agencies to reach the best outcome for the school and/or staff	E	Application Form, Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
Ability to maintain effective working relationships with colleagues and others	E	Application Form, Interview
Ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview

Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview