

PANGBOURNE

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HR MANAGER - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	HR Manager
Reports to:	Bursar
Department:	Human Resources
Manages :	HR Advisor and HR and Payroll Administrator
Hours per week:	37.5 hours per week - 08.30 am to 17.00 pm (60 minutes unpaid lunch break)
Contract Type:	Fixed Term Contract - Maternity Cover up to 9 months

Key working relationships:
All members of the College community
HR Team
Head
Bursar
SLT
Director of Finance
Domestic Bursar

Job Summary

Working as a key member of the College community, the HR Manager will manage a small but busy HR Team that provides HR generalist support and guidance to over 200 staff working in both operational and teaching roles. The team also provides the payroll function for the College.

Working closely with the Head and the Bursar to advise on whole school strategies the role of the HR Manager includes first line support and guidance to staff and managers ensuring that a professional service is provided.

DUTIES AND RESPONSIBILITIES

- Provide advice to Head / Bursar and Senior Leadership Team
- Manage employee relations casework, including disputes, disciplinaries, capability reviews, grievances, absence and retirement
- Liaison with legal representation as required
- Provide advice and implementation plans for restructuring and redundancy
- Guide and support SLT with staff investigations following parental complaints or low level concerns
- Advise managers and staff on terms and conditions of employment and share best practice with them
- Advise with the development of HR policy and procedures that reflect best practice and employment law
- Advise on long term absence and Occupational Health Referrals
- Managing the recruitment life cycle ensuring the staff journey from onboarding to offboarding is in line with College policy, statutory compliance and best practice
- Support the HR Advisor on the recruitment process and campaigns, to include writing job descriptions, preparing information packs and designing selection processes
- Being part of interview panels for both operational and teaching roles
- Make job offers to candidates following panel approval
- Ensure that compliance measures are met in all aspects of employment, particularly with regard to safer recruitment and statutory safeguarding requirements

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- Responsibility for the compliance and maintenance of the single central register
- Responsibility for compliance with UKVI
- In conjunction with the Deputy Head Pastoral ensure Safeguarding training for all staff is completed and recorded
- Ensure new staff files are checked and signed off by the Bursar
- Provide information required for ISI Inspection and West Berkshire Council Audit
- Produce and maintain Staff Handbook
- Ensure Payroll is processed in line with company policy and statutory guidance
- Work to implement and support HR Management information system
- Support employees with queries relating to benefits such as pension and salary sacrifice
- Carry out pay and reward benchmarking and make recommendations as appropriate
- Attend the Safeguarding Monitoring Group
- Contribute to the development and promotion of equality, diversity and inclusion strategies and implement best practice
- Plan and carry out Operational new starter inductions
- Support the Head of Induction for Academic staff Induction
- Support the HR Advisor with the probation process for new staff
- Implement and feedback on Staff Surveys
- Develop and promote staff wellbeing initiatives
- Research and implement Employee Assistance Programme for Operational Staff
- Promote the benefits of the Royal London Pension Scheme to Teaching Staff
- Support change management processes
- Participate in specific projects as required

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

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Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.