



## HORRIS HILL SCHOOL

### HR & COMPLIANCE MANAGER

<b>Job Title:</b>	HR & Compliance Manager
<b>Reports To:</b>	Bursar
<b>Working Time:</b>	40 hours per week, Monday to Friday. Please be advised that this is a full time, all year-round position
<b>Salary:</b>	£30,000-£35,000 depending on qualification and experience
<b>Holidays:</b>	25 days in addition to bank holidays

### The Position

Horris Hill School is looking to appoint a HR & Compliance Manager to join the Administration Team.

This is a hands-on role and the successful candidate will be leading the recruitment and training of staff, administer the appraisal process and the policies review process as well as assisting the Bursar with a wide range of administrative and secretarial tasks.

The successful candidate will have a good understanding of regulatory requirements, have excellent organisational, administrative and communication skills and the ability to think ahead.

Willingness to learn, work as part of the team and to support the wider life of the school is essential.

### Main Duties and Responsibilities:

#### Recruitment

- Manage the recruitment process closely following safe recruitment guidelines
- Manage staff recruitment: Preparing and placing of adverts for academic and support staff; shortlisting; interviewing; making oral and written offers; drafting contracts of employment and other variations to terms and conditions of employment
- Preparation of short listing and interview packs
- Carry out DBS checks and other pre-employment checks
- Maintain the Single Central Register of Appointments
- Maintenance of all personnel files
- Manage new starter and leaver processes, including ensuring induction training is delivered and completed
- Support SLT and line managers with probation reviews

- Support the School's performance management process, analysing training needs identified in performance reviews and from other sources
- Record staff absences
- Support SLT on employment issues e.g. investigations, disciplinary, grievance and capability issues
- Prepare confidential HR correspondence including salary changes, disciplinary decisions, job offers and contract changes
- Maintain accurate records of salary and responsibility allowances providing payroll with accurate and timely information affecting pay, including starters, leavers, absences, changes in contracts or salaries
- Responsible for updating the staff handbook

### **Staff Training**

- Maintain a staff training database and training records for academic and support staff
- Ensure an appropriate training and development programme is in place for all staff
- Book individual courses and arrange collective training, as required
- Organise training for staff in line with compliance requirements
- Organise induction for new staff
- Support with inset training

### **School Policies**

- Develop, maintain and review the School's register of policies and ensure statutory policies are in place and up to date. Co-ordination of School policies with the respective authors to include drafting and staffing for approval.
- Ensure policies are reviewed by authors, the Headmaster and Bursar, as appropriate, and are provided to Governors for review at the appropriate meetings.
- Manage the policy review framework to meet the compliance requirements of the School and ensure that this is regularly updated in collaboration with senior leaders.
- Maintain electronic copies of final versions of policies, updating central records and website as appropriate and required.
- Publish new or updated policies to the relevant stakeholder groups including staff, peripatetic teachers, volunteers, sport coaches and ISI via appropriate medium such as website or ISI portal
- Attend ISI Training and seminars
- Keep abreast of ISI inspection frameworks and ensure practice and policies are updated accordingly
- Ensure that all changes to and updates on relevant legislation, regulations and current guidance are brought to the attention of appropriate parties
- Circulate ISI compliance updates
- ISI compliance review in line with updates
- Act as custodian for all inspection documentation as prescribed by the ISI.
- Support compliance with all UKVI immigration requirements and internal audits
- Ensure compliance with data protection legislation.

### **Administration**

- Provide administrative support for the Bursar
- Take minutes at Health & Safety meetings

This job description is intended as a guide and is not exhaustive. It may be changed from time to time as appropriate in discussion with the Bursar and Headmaster.

## Person Specification

### Education and Knowledge

- Suitable HR qualification or experience
- Suitable H&S qualification or experience
- Educated to degree level or equivalent
- Experience of working in a regulated environment
- Strong oral and written communication skills
- Proficient user of Microsoft Office.

### Personal Skills and Abilities

- Strong attention to detail and ability to produce work with a high level of accuracy.
- Ability to identify work priorities and manage workloads to meet deadlines whilst ensuring that lower level priority work is kept up to date.
- Ability to interpret and apply compliance regulations.
- Ability to maintain efficient record keeping systems.
- Ability to follow directions and work in collaboration with colleagues.
- Ability to think ahead.
- Willingness to research and keep abreast of relevant updates and best practice.
- Willingness to work efficiently and effectively looking for ways of improving services and outcomes for colleagues.
- Willingness to participate in further training and development opportunities offered by the School and able to share the experience with colleagues and apply learning to develop new approaches.
- Flexible and adaptable in approach to working in an organization where unexpected demands can arise at any time.
- Ability to comply with the confidentiality requirements of the post.
- Share and support the school ethos and values and its commitment to providing a safe environment for pupil and staff.
- Genuine interest in children and School life, willingness to contribute to the school community.
- Sense of humour.

## Appointment

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

## **Recruitment Process**

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated.

An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). Please submit applications to [bursar@horrishill.com](mailto:bursar@horrishill.com)

Candidates suitability will be assessed through close scrutiny of each applicant's Application Form, individual references and throughout the interview process.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Short-listed candidates will be contacted and asked to attend an interview. Employment will commence, subject to the satisfactory completion of all pre-employment checks.

## **Further Information**

If you require any further information please don't hesitate to contact Paola Bright (Bursar) on 01635 40594 or email [bursar@horrishill.com](mailto:bursar@horrishill.com)

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