

HR MANAGER JOB DESCRIPTION

About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.



In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, accepted boys from September 2024 with St Gabriel's becoming fully co-educational in September 2027.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

The Role

Reporting to the Bursar, the HR Manager will ensure the effective management of the School's HR services drawing on knowledge as a people professional, understanding of the School strategy and appreciation of the organisational structure and culture.

The HR Manager will advise the Bursar on the effective implementation of HR policies and procedures, providing pragmatic and employee focused advice. They will use coaching and influencing skills to drive employee engagement and manage change.

Key Responsibilities

General HR

- Work closely with senior and line managers to understand and implement policies and procedures such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Keep up to date with changes in employment legislation and provide employment law and general HR advice to managers.
- Manage employee relations caseload including grievance, disciplinary, family leave, flexible working and capability procedures communicating with the School Legal Advisors

as required.

- Advise managers on employee relations matters including capability, disciplinary and absence.
- Responsible for the administration and accuracy of HR in-house systems.
- Conduct exit interviews.
- Provide KPI, management information, and statistical employee data.
- Coach senior managers on organisational structure reviews.
- Provide leadership of HR projects as required by the Bursar.

Training & Development

- Oversee the annual appraisal process for support staff.
- Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, school procedures, and safe working.
- Ensure adequate coverage is maintained for trained first aiders and fire marshals.
- Source relevant and cost effective training solutions.
- Run the Apprenticeship programme and liaise with relevant bodies.
- Draft training agreements where appropriate.
- Ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.

Recruitment

- Ensure safer recruitment practices are implemented in accordance with the School Recruitment, Selection and Disclosures Policy, Keeping Children Safe in Education, and ISI requirements.
- Manage the whole cycle of recruitment campaigns.
- Preparation of offer letters and contracts.
- Review contractual terms and conditions in line with employment legislation via ISBA and best practice.
- Maintain St Gabriel's Home Office Sponsorship Licence and Basic Compliance Assessment status, and apply for visa sponsorships as appropriate.

Remuneration & Benefits

- Manage administration of the annual pay review process.
- Manage all employee benefits including pensions, group life assurance, income protection, medical insurance.
- Undertake market reviews of benefits to ensure value for money and effective service delivery.
- Carry out salary benchmarking reviews and provide advice to the Bursar.
- Work closely with the Finance & Payroll Administrator to ensure: a timely and accurate payroll; Pensions Regulator, contractual and statutory payments compliance.

Wellbeing

- Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.
- Liaise with Occupational Health Advisors in respect of staff referrals.

Compliance

- Review and update HR policies and procedures in keeping with School needs, best practice and legislation.
- Ensure compliance with all employment legislation relevant to the role.

- Ensure compliance with the School Recruitment, Selection and Disclosures Policy and appropriate safeguarding guidance.
- Management of the Single Central Register and all associated checks for employees, workers, contractors and volunteers.
- Ensure that the Single Central Register is Inspection compliant.
- Provide advice to staff on relevant safeguarding checks required for visitors, contractors, supply and temporary staff.

When required, the HR Manager will attend and present to Governors and the School Executive on issues within area of responsibility and undertaken other duties as required, commensurate with the role.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Child Protection Officer or to the Principal.

Person specification and experience

1. Educated to degree level
2. CIPD qualified
3. Previous generalist HR experience providing support to managers and staff, ideally within an education organisation
4. Competent MS Office user
5. Experience of managing complex employment relations cases
6. Effective under pressure and able to meet deadlines
7. Confident working with senior managers and ability to build trusted relationships
8. Excellent written and verbal communication skills at all levels
9. Committed to the safeguarding of children and equality of opportunity
10. Experience of working in a highly confidential environment whilst ensuring tact, diplomacy and discretion

Hours of work

40 hours per week, Monday-Friday during term time, plus an additional 20 days during School holiday periods to include INSET days. Working hours 08:30-17:00 with flexibility as required to work such hours as necessary for the full performance of duties.

Salary

£36,624 - £40,031 (£41,925 - £45,825 FTE)

Method of Application:

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to hr@stgabriels.co.uk. Closing date for applications is midday on 17th December 2024 (or earlier if a suitable number of applications are received).

Interviews will take place 2nd and 3rd January 2025.

Applications will be considered as they are received and candidates may be invited for interview at any stage. Early applications are therefore warmly encouraged.

This role will commence from as soon as possible, subject to the completion of pre-employment checks and notice period for the successful candidate.

St Gabriel's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the receipt of an enhanced DBS certificate and verification under the Childcare (Disqualification) Regulations 2009.

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