



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Job Description

Post title:	Interim HR Manager (Fixed Term Contract until 29th February 2024)
Reporting to:	Bursar
Salary:	Competitive - dependent upon skills and experience
Hours of work:	8.30 am to 5.00 pm Monday to Friday

Background

King's Rochester is a co-educational, independent school with 640 pupils between the ages of 3 & 18, including 50 boarders. King's is formed of a Nursery/Pre-Preparatory School, a Preparatory School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme. The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. The school has a long and impressive heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the school and, in particular, its moral values. The Principal is a member of HMC and the school is also a member of IAPS, the Choir Schools' Association and the Woodard Corporation.

Overview of the post

In this role the successful candidate will take overall responsibility for leading the Human Resources function within the School. The role will involve working closely with the Senior Management Team to ensure that all areas of HR are effectively delivered. You will have line management responsibility for the other members in the department.

Main Responsibilities

Please note this list of responsibilities is not exhaustive, and will change according to the needs and development of the role itself. It is expected that

- Work closely with SMT to identify the School staffing needs
- Co-ordinate recruitment throughout the whole school and implement effective recruitment and selection systems and processes in line with the School's recruitment policy
- To put systems and support in place to ensure the highest standards of job design.
- To manage the interview cycle and to monitor safer recruitment practices in line with the School's safeguarding policies and the statutory guidance
- To support colleagues through the recruitment process
- To take responsibility for maintaining the School's Single Central Record and personnel files, including vetting of external agencies working with the School
- To put systems and processes in place to ensure that initial contract documents for employees are prepared and updated within required timescales and that all vetting checks for newly appointed employees have been completed prior to the start of employment

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- To ensure that the recruitment process is run fairly, efficiently and in line with the equal opportunities policies
- To be responsible for ensuring all new support staff receive induction in relation to HR matters and manage new staff induction processes
- Ensure all statutory Safeguarding, duty of care and other such training is in place for every member of staff to meet compliance needs and provide evidence for inspection.
- Ensure notice arrangements are actioned and exit interviews are carried out
- Update processes when required and ensure full compliance in accordance with Independent Schools Inspectorate and other regulatory requirements
- Overall responsibility for ensuring all members of staff are on the right contracts of employment and paid correctly
- Draw up contracts of employment and Contract for Services
- HR information system management
- Develop, implement and continuously update HR policies and procedures such that the School complies with all aspects of employment law and safeguarding requirements
- Ensure that colleagues are fully aware of HR policies and procedures
- Deal with all aspects of employment and staffing issues (including maternity, paternity and adoption cases, advising management and individual employees on current regulations and procedures)
- Manage all aspects of the School's employee relations issues including disciplinary procedures, capability and performance, grievances and dispute resolutions. Support management in such issues, advising management in matters of employment law where required
- Monitor and assist in the management of staff procedures relating to sickness and other absence, staff who are leaving such that a planned approach is adopted in relation to staffing matters
- Provide advice, guidance, and support the SMT line-managers and members of staff on all personnel-related issues
- Work with the Principal and Bursar to provide expertise in the areas such as appraisal, training and development to ensure the School follows good management practice
- Provide accurate legal advice in line with current Employment Law and best practice
- Lead, advise on and implement HR-related projects as requested, (such as TUPE transfer and Pension Auto-enrolment) such that the school maintains a positive and constructive employee relations environment
- Advise the Executive Board and provide support on the process of investigations and complex employee relations issues including redundancies, Settlement Agreements and grievances
- Line management of HR team members
- Oversee related agreements for all staff, spouses etc. living in School accommodation

This job description is an indication of what will be required of this role and the post holder may undertake such other duties as may be reasonably requested by the Principal.

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Person Specification

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Level 5 CIPD diploma • 5 GCSE and A Levels(A*-C) or equivalent 	<ul style="list-style-type: none"> • Ideally have level 7 CIPD diploma or be studying towards it.
Specialist knowledge and skills:	<ul style="list-style-type: none"> • Previous HR Management experience • Experience of delivering HR solutions to senior managers • Full and up to date knowledge of HR best practice and complex employment legislation • Experience of formulating and implementing new policies / procedures • Experience of managing projects • Experience of managing staff 	<ul style="list-style-type: none"> • Previous experience working in a school, or another regulated environment would be advantageous but is not essential • Knowledge of safeguarding and child protection legislation • Knowledge of key issues facing Education
Skills and Abilities	<ul style="list-style-type: none"> • Able to think and act strategically and to be innovative and creative in developing solutions • Excellent diagnostic, analytical and problem-solving skills • Able to manage data effectively and interpret complex data • Excellent written and oral skills including the ability to influence stakeholders and deliver presentations where required • Managing and dealing with confidential data / issues appropriately • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description • Strong interpersonal skills • Attention to detail/working with accuracy • Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages within a school • Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines 	<ul style="list-style-type: none"> • Google drive software
Personal Qualities	<ul style="list-style-type: none"> • A team player with a positive, cheerful attitude and willingness to get stuck in • A 'can do attitude' and an ability to solve issues as and when they arise • Adaptable to working within a team • A calm demeanour and the ability to work well under pressure 	

Salary

Dependent upon skills and experience

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Method of Application

Applications will only be accepted on the King's School, Rochester application form, with a covering letter and CV (if available) which should be sent as soon as possible to Diane Godwin, Bursar, by email to recruitment@kings-rochester.co.uk.

Closing date for applications: 9.00 am on Friday 8th December 2023

Interviews: week commencing 11th December 2023

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

King's School Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

All disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview.

King's School Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current Child Protection and Safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment.

Candidates will be expected to undergo Child Protection screening appropriate to the post including Disclosure and Barring Service checks and allow checks on their background and identity including checks with past employers and suitable referees.

The appointment will be conditions upon successful outcomes of these checks and also on a successful Enhanced DBS and Children's Barred List check.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.