



## Job Description

<b>Job Title:</b>	<b>Head of Human Resources (HoHR)</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Responsible to:</b>	<b>The Bursar</b>
<b>Salary:</b>	<b>Competitive + Benefits</b>
<b>Last reviewed:</b>	<b>June 2021</b>

### Job Profile

The HoHR has overall responsibility for the HR function of the School. The post holder is a key member of the Support Staff Leadership Group. With the Master and Bursar, the HoHR is responsible for developing the School's HR strategy and has full responsibility for developing and delivering an agreed development plan to achieve the strategic objectives.

Haileybury is a community in which many colleagues work and live together and we place great importance on the wellbeing of every member of the community. Human Resources plays a central part in developing our strategy to ensure we understand, and cater for, the needs of all who work at the School.

Ensuring an open, warm and welcoming culture within the department is essential so that the School is promoted to prospective employees, new starters feel prepared, welcomed and able to settle in quickly and all colleagues feel able to approach HR with questions or issues assured of a professional and friendly reception.

Whilst the Head of HR must be able to work strategically, this is also a "hands on" role. The post holder must be able to communicate confidently at all levels, and must be prepared to work as part of the HR team on day-to-day matters. The nature of a boarding school is such that staffing issues can arise at any time. The Head of HR must be flexible and proactive, and able to provide HR advice when urgent issues arise.

### Main Responsibilities

#### Strategic

- To develop the HR strategy in line with School objectives and identify and manage a development plan which delivers this strategy.
- To identify, plan and deliver employment best practices for the School.
- To assist the Master and Bursar with the staffing of both the teaching and support areas of the School, to include providing strategic support in matters of recruitment, staff performance and employee relations.
- To play an active part in the School's Senior Leadership Team and the delivery of overall school objectives.
- To provide the necessary professional expertise to ensure changes can be implemented in a fair, sensitive and legal manner when roles and structure must change to match strategic requirements.

#### Management

- To be a member of the Whole School Senior Leadership Team and Operations Team.
- To be Line Manager to the HR and Payroll team.
- To advise and support all Line Managers and staff with employment matters.
- To audit current processes and practices and implement any necessary changes to ensure effective and efficient delivery.
- To integrate HR data within the School's MIS system and generally to ensure the most efficient use of digital technology within the department.

- To design and implement appropriate professional development and training programmes for support staff.
- To produce regular, relevant HR metrics to assist school management.

### **Regulatory and Compliance**

- To lead and maintain robust recruitment procedures for employees and contractors to ensure the safeguarding of pupils (including the maintenance of the single central register). This will include ensuring all adults working on site, whether employees or not, have undergone sufficient checks to ensure the School complies with the letter, and spirit, of safeguarding legislation.
- To be responsible for ensuring the School has a complete suite of HR policies and that these are up to date, accessible and effective.
- To ensure compliance with HR legislation, guidance and good practice, Independent Schools Inspectorate requirements and the School's HR policies.
- To ensure that all employment-related legal documents including job offers, contracts of employment, and accommodation agreements are compliant and correctly issued.
- To be a member of the Health and Safety Committee and ensure that all staff are aware of current policies and procedures.
- To liaise with the School's Deputy Bursar on legal matters when appropriate.
- To have an up to date and working knowledge of data protection regulation and to ensure that the HR department operates to best practice in this regard.

### **Recruitment and Selection**

- To manage all recruitment activity and ensure timely selection to maintain full staffing across the School.
- To work within budgets for advertising and salary costs.
- To organise staff induction.
- To manage probationary periods and confirm staff in post as appropriate.

### **Reward and Benefits**

- To provide advice and guidance to the SLT and Governing Council concerning current trends on total reward and benefits for all school departments.
- To compare and benchmark salary scales for all staff (analysed by department) on, at least, an annual basis and to advise the Bursar accordingly.
- To undertake exit interviews, monitor retention and staff turnover and prepare reports for SLT and the Governing Council.
- To develop a programme of broader benefits for the whole staff in consultation with SLT.
- To conduct annual staff opinion surveys and to make recommendations for improved conditions of employment.

### **Employee Relations**

- To manage the School's disciplinary and grievance processes, ensuring informal and formal processes are applied fairly, consistently and effectively.
- To ensure effective communication so that all staff are informed and consulted as appropriate.
- To advise and support the Master and Bursar on employment law, and seek specialist advice, as appropriate.
- To respect the confidential and sensitive nature of employee issues that arise.

### **Learning and Development**

- To promote and encourage Learning and Development for all support staff working within the training budget.
- To advise line managers with regard to performance management processes and issues and to ensure all support staff receive an annual, effective appraisal.
- To work with the Assistant Head (Professional Development) who is responsible for the professional development of teaching staff, to ensure that there is a coherent professional development strategy for all staff.

- To conduct training sessions for line managers to ensure that the School's procedures are delivered according to our policies, consistently and fairly.

### **Professional Development**

- To stay abreast of changes in employment legislation and school specific compliance regulation (ISI / NMS) through attendance at seminars, networking groups and reading bulletins from recognised sources.

### **Other**

- Any other duties as reasonably required in order to fulfil the School's aims and objectives.

## **Qualifications, Skills and Experience**

### **Essential**

- Knowledge of current employment law and codes of practice
- CIPD qualified or equivalent
- Proven experience in a similar role
- Experience of a complex multi-disciplined environment
- High degree of ICT skills to include Microsoft and Google applications and maintaining records within an HR database
- The ability to multi-task and prioritise, with an eye for detail

### **An Advantage**

- Counselling, coaching and/or mediation
- Experience of working in schools

### **Personal Attributes – All essential**

- Able to effect and lead culture change
- Excellent written and oral communications
- Friendly, professional, customer service led approach
- Able to operate strategically yet with a keen eye for detail
- The ability to relate to colleagues in all positions and a team player
- Tact, diplomacy and discretion
- A sense of humour, warmth and approachable demeanour
- Confident with personal resilience
- Professional appearance and attitude
- Organised and punctual
- Flexible and appreciative of the demands of a boarding school environment

## **Child Protection at Haileybury**

Though the above role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non-teaching staff at Haileybury is as follows.

The School values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either Dr Laura Pugsley, who is the DSL for child protection or Mr Simon Heard, the Deputy Master.
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare.

The DSL is always available for help and guidance on issues concerning pupil welfare. She can be contacted on:

- 01992 706284 (Office)
- 07384 254505 (For Serious Cases)

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>.

### **Code of Conduct Statement**

Effective organisations are those where staff work cooperatively together within a positive ethos and culture. Staff at Haileybury are expected to work together showing respect, courtesy and helpfulness, whatever the staff member's position in the School. Colleagues should try to see and appreciate what others are doing and appreciate that the provision that we offer our pupils can flourish only with the active assistance of all concerned.