

Human Resource Manager

Job Description

Grade: GR4 – *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To provide an efficient and professional HR Support Service to the Headteacher and School.
- 1.2 Supporting the Management Team in relation personal development

2. Key Responsibilities

- 2.1 Management of staff including cover for absences and training course attendance as necessary
- 2.2 Liaise with agencies and support staff to ensure suitable cover arrangements are in place.
- 2.3 Work with the SMT to develop a workforce plan and monitor turnover
- 2.4 Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for schools development
- 2.5 Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications
- 2.6 Preparation and presentation of all papers in relation to grievances and discipline cases
- 2.7 Ensure we have policies in place for staff
- 2.8 Preparation of all documents in relation to employees employment for school and LA
- 2.9 Manage DBS checks within legal guidelines
- 2.10 Manage maternity leave and risk assessment
- 2.11 Communicate with the Unions with regard to employee issues
- 2.12 Resolve any pay queries
- 2.13 Deal with OH Requests
- 2.14 Monitoring of annual reviews of performance for all staff
- 2.15 Development of training plan for all employees and delivery of that plan
- 2.16 Work with the Assistant Headteacher to organise training onsite
- 2.17 Undertake staff inductions
- 2.18 Monitor probationary periods for all new staff and make recommendations for future employment
- 2.19 Identify potential teachers for the future and discuss training with the Deputy and Head
- 2.20 Provide manpower reports in relation to recruitment/turnover, absences and cover costs
- 2.21 Work as part of the SMT contributing to meetings
- 2.22 Provide SMT with statistical data as requested
- 2.23 Support the Managers in dealing with staff

2.24 Support the Head as required

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~

2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	

Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.