PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Deputy Human Resources Manager
Grade:	G
Hours:	37
Responsible to:	Human Resources and Events Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	Internal: Human Resources and Events Manager, Human Resources Assistant, Press & Social Media Coordinator, Cover Administrator, Operations Lead, Headteacher, SLT Team, School Finance/Admin Team, Headteacher's PA, school staff, Governors, pupils. External: Payroll Services, LEA representatives, Suppliers of goods and services, contractors, parents, visitors to the school.

Main Purpose of Job

To provide cover in all aspects of HR support with a timely and efficient manner and in accordance with agreed policies, ensuring compliance with all relevant legislation. To arrange cover for absence staff for known absences and to book classrooms. To support at events, as required, and working with the Press and Social Media Coordinator with the production of the weekly publications. To provide advice and support to the HR manager and deputise in their absence, with responsibility for managing staff absence, attendance and wellbeing. To support with all administration relating to the safeguarding of pupils as directed by the Deputy Headteacher.

Duties and Responsibilities

1. To support line managers in the delivery of return to work interviews, absence management and probation period management. Distribute self-certification forms to line managers for completion.

2. To ensure HR policies and procedures are followed

3. To assist in the inputting of employee data on SIMS as requested to ensure all SIMS records are accurate and up to date.

4. Advise in the application of the sickness absence procedure for staff and advise the HR Manager as to which employees should have an evaluation meeting due to their level of sickness absence.

5. To meet with staff to discuss any HR matters as directed by the HR and Events Manager

6. To assist with the updating of policies.

7. To assist with recruitment advertising, setting up interview panels and procedures required for recruiting new staff.

8. To understand all aspects of the Single Central Record, update and maintain the Single Central Record. Ensuring all staff information is up to date and liaising with the HR Manager with any queries.

9. To understand right to work legislation, update and maintain the right to work information. Ensuring all staff information is up to date and liaising with the HR Manager with any queries.

10. To carry our DBS checks on all staff as required by law and maintain the information on the Single Central Record.

11. To maintain the staff training log and advise the Operations Lead as appropriate.

12. To ensure Induction Packs are kept up to date and produced for new and temporary members of staff.

13. To maintain and update the performance management database for all staff.

14. To work with the Cover Administrator to organise cover for known staff absences.

15. To be responsible for arranging cover when the Cover Administrator leaves at 11am.

16. To book classrooms to accommodate known room changes.

17. To support the HR and Events Manager with any Personnel and Payroll issues that may arise, if required.

18. To assist the Press and Social Media Coordinator with proofing reading and the production of the newsletter and bulletin

Duties and Responsibilities – Safeguarding Administration

19. To collate information around individual cases as instructed by the Deputy Headteacher and SENCo

20. To write brief reports on incidents for the Deputy Headteacher and SENCo

21. To read selected emails on behalf of the Deputy Headteacher and SENCo and respond and advise on whether any action or follow up is required.

22. To proof read official documents prior to publication, changing content if appropriate.

23. To assist in the completion of referrals to external agencies, ensuring completion by Deputy Headteacher and SENCo at agreed times, updating factual information and proof reading to ensure brevity and clarity.

24. To assist the Deputy Headteacher and SENCo with meeting preparations, including presentations to Governors, staff, parents, pupils and external organisations.

25. To undertake general administration duties as required in accordance with all school established systems and procedures.

26. To maintain at all times the utmost confidentiality with regard to all personnel issues, reports, records, personal data relating to staff and other information of a sensitive or confidential nature.

27. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

28. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

29. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

30. The post holder is responsible for their own self-development on a continuous basis.

31. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: October 2022 Prepared by: Penryn College

PERSON SPECIFICATION

Job Title: Deputy HR Manager

Person specification prepared by: Penryn College

Date: November 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Good broad-based personnel experience. Experience in managing staff absence. Practical experience as a Senior Administration/HR Officer. Extensive experience and use of the full abilities of Word, Outlook, Excel and Power Point to produce more complex documents against demanding deadlines.	Relevant work experience within a school/ college environment. Experience of SIMS. Experience of handling difficult conversations successfully	Application form/ Interview.
Education & Training	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) in a relevant subject area. Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English Language.	HR Qualification or Relevant Degree or experience. Knowledge or experience of Safeguarding.	Application form.
Special Knowledge & Skills	Excellent typing and word processing skills with great attention to detail. Excellent written, organisational and communication skills. Knowledge of statutory employment policies and procedures. Ability to use sound judgement in decision making.	Experience of proof reading and creating publications. An ability to manage sensitive data at a higher level.	Application form/ Interview.

Any Additional Factors	Ability to maintain high standards of accuracy and have a calm methodical approach to work Must be well organised with the ability to work under pressure and ensure that deadlines are met Professional, tactful and sensitive. Discreet & confidential.		Interview.

	Ability to prioritise. Able to work on own initiative and in a team. Comfortable with young people & children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		