



Penryn
College

"Achieving through Challenge"

January 2024

Dear Applicant

Thank you for applying for the position of Deputy HR Manager at Penryn College. The successful candidate must have excellent administration and communication skills, a flexible approach to work and be able to maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, and other information of a sensitive or confidential nature.

The primary focus for this role is to support with managing staff retention and general wellbeing whilst adhering to policies. The successful candidate will also provide support in all areas of HR including processing recruitment requests and processing new staff and leavers. Another key function will be supporting the Press and Social Media Coordinator with the production of weekly publications.

This is a permanent position, working 8.00am - 4.00pm Monday to Thursday and 8.00 - 3.30pm on Fridays. The hours are 37 hours per week, term time only, plus an additional 12 days to be worked during the school holidays on days and times agreed with the HR and Events Manager.

As this is a term time only position, you are not entitled to take leave during the school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 46.987 weeks per year. The grade for this role will be a Grade G £23,096 - £28,744 (actual salary £20,813 - £25,891) depending on qualifications and experience.

The appointment is due to start as soon as possible.

The closing date for application forms is Thursday 1st February. Interviews will take place on Tuesday 6th February.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to HR Office, Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ.

Yours faithfully

Gemma Ohly
HR and Events Manager

Headteacher:

Tamsin Schouten

Kernick Road, Penryn,
Cornwall, TR10 8PZ

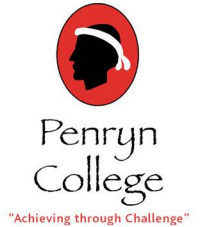
01326 372379

secretary@penryn-college.cornwall.sch.uk

www.penryn-college.cornwall.sch.uk

Job Description

Deputy Human Resources Manager

**Post:**

Deputy Human Resources Manager

Grade:

G

Hours:

37 per week

Responsible to:

Human Resources and Events Manager

Direct Supervisory Responsibility for:

None.

Indirect Supervisory Responsibility for:

None.

Important Functional Relationships:

Internal: Internal: Human Resources and Events Manager, 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:

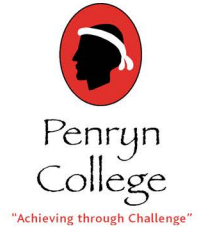
To provide cover in all aspects of HR support with a timely and efficient manner and in accordance with agreed policies, ensuring compliance with all relevant legislation. To arrange cover for absence staff for known absences and to book classrooms. To support at events, as required, and working with 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:

- 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.
- Ensure HR policies and procedures are followed.
- Assist in the inputting of employee data on SIMS as requested to ensure all SIMS records are accurate and up to date.
- 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.
- Meet with staff to discuss any HR matters as directed by the HR and Events Manager
- Assist with the updating of policies.
- Assist with recruitment advertising, setting up interview panels and procedures required for recruiting new staff.
- 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.
- 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.
- Carry out DBS checks on all staff as required by law and maintain the information on the Single Central Record.
- Ensure Induction Packs are kept up to date and produced for new and temporary members of staff.
- Maintain and update the performance management database for all staff.
- Work with the Cover Administrator to organise cover for known staff absences.
- Be responsible for arranging cover when the Cover Administrator leaves at 11am.
- Book classrooms to accommodate known room changes.

Job Description

Deputy Human Resources Manager

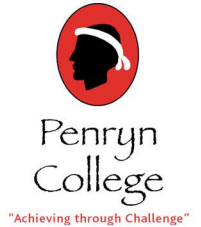


Duties and Responsibilities:

- Support the HR and Events Manager with any Personnel and Payroll issues that may arise, if required.
- Assist the Press and Social Media Coordinator with proofing reading and the production of the newsletter and bulletin
- Undertake general administration duties as required in accordance with all school established systems and procedures.
- 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.
- 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.
- 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).
- Maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder is responsible for their own self-development on a continuous basis.
- Undertake other duties appropriate to the grading of the post as required.

Person Specification

Deputy Human Resources Manager



Person Specification Relevant Experience	Essential <p>Good broad-based personnel experience.</p> <p>Experience in managing staff absence.</p> <p>Practical experience as a Senior Administration/HR Officer.</p> <p>Extensive experience and use of the full abilities of Word, Outlook, Excel and Power Point to produce more complex documents against demanding deadlines.</p>	Desirable <p>Relevant work experience within a school/ college environment.</p> <p>Experience of SIMS.</p> <p>Experience of handling difficult conversations successfully</p>	How Identified <p>Application Form/</p> <p>Interview</p>
Education and Training	<p>Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) in a relevant subject area.</p> <p>Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English Language.</p>	<p>HR Qualification or Relevant Degree or experience.</p> <p>Knowledge or experience of Safeguarding.</p>	<p>Application Form</p>
Special Knowledge and Skills	<p>Excellent typing and word processing skills with great attention to detail.</p> <p>Excellent written, organisational and communication skills.</p> <p>Knowledge of statutory employment policies and procedures.</p> <p>Ability to use sound judgement in decision making.</p>	<p>Experience of proof reading and creating publications.</p> <p>An ability to manage sensitive data at a higher level.</p>	<p>Application Form/</p> <p>Interview</p>
Any Additional Factors	<p>Ability to maintain high standards of accuracy and have a calm methodical approach to work</p> <p>Must be well organised with the ability to work under pressure and ensure that deadlines are met</p> <p>Professional, tactful and sensitive. Discreet & confidential.</p> <p>Ability to prioritise.</p> <p>Able to work on own initiative and in a team.</p> <p>Comfortable with young people & children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		<p>Interview</p>