



HURLINGHAM SCHOOL

Job Description 2022

Job Title:	Head of HR and Compliance
Accountable to:	Principal and Director
Role:	The responsibilities and duties of the Head of HR and Compliance are as follows:

Human Resources

1. Oversee all HR functions for the School ensuring that all school HR functions reflect current legislation.
2. Ensure the Head, Principal and Senior Leaders are kept fully informed of all HR matters.
3. Ensure all policies, procedures and employment contracts are up to date and in line with current employment legislation.
4. Ensure all staff are kept up to date with any change in policy, including the School's Staff Handbook and Contracts.
5. Provide guidance on all employee relations, including disciplinary, grievance, capability and sickness matters and take an active role in any procedures as required.
6. Oversee the administration of all staffing resource requirements, including maternity and paternity leave, sickness and absences.
7. Carry out 'return to work' interviews where required and exit interviews for leavers.
8. Provide support for SLT on all HR related issues.
9. Provide support for staff on all HR related issues.
10. Carry out annual salary calculations in consultation with Senior Management and the Financial Controller and produce annual salary statements for all staff.
11. Assist the Financial Controller in various payroll and pension tasks.
12. Oversee any wellbeing and healthcare provision for staff.
13. Take responsibility for the allocation of car parking permits for staff.
14. Arranging appropriate work permits and visas where appropriate.
15. Monitoring and recording staff absence

Recruitment

16. Responsibility for ongoing updating and compliance of the Single Central Register.
17. Responsibility for all legislative and other compliance issues with particular regard to safeguarding and child protection.

18. Carry out requisite DBS and suitability checks on all employees.
19. Responsibility for checking ensuring that all recruitment paperwork is fully compliant with the requirements of the Single Central Register.
20. Overseeing all drafting of Adverts and Job Descriptions.
21. Overseeing the recruitment process for shortlisting and interviews.
22. Drafting and issuing all offers and contractual paperwork.
23. Support Head of Staff Development with the induction process ensuring that all requisite training has been completed in accordance with the current regulations and school policy and that appropriate records are maintained.
24. Maintaining records for all supply staff.

Training & Development

25. Responsibility for our online training platform for all staff.
26. Liaise with Head of Staff Development to ensure all statutory requirements for staff training are met and evidenced in accordance with current regulations.
27. Support and manage the professional development needs of the administrative departments
28. Coaching managers on performance management issues and processes.

Compliance

29. Responsibility for maintaining our online platform for sharing all documentation with staff.
30. Responsibility for ensuring the school complies with all regulatory requirements and internal policies
31. Acting as the first point of contact for required legal advice in support of the Head, working with the school's insurers and lawyers, as required
32. Providing regular updates to relevant staff on any regulatory changes affecting school policies.
33. Creating, developing, maintaining and reviewing key School's policies and assisting staff in the creation and review of departmental policies. Ensure statutory policies are in place and up to date and comply with all ISI updates.
34. To ensure the senior team and other departments are kept informed of all relevant changes in guidance and legislation in the following areas:
35. Independent Schools Inspectorate regulatory requirements
36. Health, safety and welfare (e.g. medical provision, minibuses and transport, Equality Act, Children & Families Act, including commercial lettings)
37. Premises (buildings and facilities, environmental health, food hygiene)
38. HR (recruitment and employment)
39. Student visas and Home Office immigration requirements
40. Data Protection (subject access requests, information technology, data controller, records management)
41. Management/operational (anti-bribery, licencing, copyright, parent contracts)

42. Trips (e.g. ensuring all trips are compliant) - Supporting the EVC to ensure all legislation is being followed
43. Custodian of all inspection documentation, including school policies – school should be inspection-ready at all times
44. Attend termly H&S meeting, writing the minutes and liaising with Head Office regarding any issues
45. To ensure that appropriate risk assessments are carried out across the Schools and to advise staff with risk assessment responsibilities. Maintain a central register of risk assessments and ensure regular review as required
46. To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.
47. Act as the Data Compliance Officer – responsible for the Data Protection Policy, Privacy Notices and dealing with any data breaches or Subject Access Requests
48. To identify potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future; conduct internal audits of processes and procedures

Required Skills / Abilities

49. Excellent verbal and written communication skills.
50. Excellent interpersonal, negotiation, and conflict resolution skills.
51. Excellent organisational skills, attention to detail and accuracy.
52. Strong analytical and problem-solving skills.
53. Ability to prioritise tasks.
54. Ability to act with integrity, professionalism, and confidentiality.
55. Thorough knowledge of employment-related laws and regulations.
56. Proficient at using Microsoft Office, with ideally some experience in Sims management system.
57. It would be desirable to have experience in writing and reviewing policy documentation.

Education and Experience

58. Qualification in Human Resources, Business Administration, or related field required.
59. A minimum of three years human resource management experience preferred.

This job description may be amended from time to time in consultation with the post holder. As the needs of the School change the duties will be adjusted accordingly.