



HR & Compliance Manager

TPS aspires for each child to thrive personally, socially and academically by creating an inclusive environment that promotes wellbeing, encourages curiosity and celebrates individual success.

Job Summary

The HR & Compliance Manager provides comprehensive support across the School, ensuring a fully compliant service across all areas. This standalone role requires the post holder to manage a wide variety of key functions; including generalist HR support; recruitment; single central register; policy management; risk management; training and development; and compliance with legal and regulatory standards.

Working within a small, friendly and supportive team, the position is offered on a term-time only basis (34 weeks term-time) plus a requirement to work 2 weeks pa during the school holidays, as required.

Contract: Permanent, part-time/term-time (plus 2 weeks)

Hours: 30 hours per week over 4/5 days (flexible start/finish times)

Working Weeks: 36 weeks pa

- 34 weeks pa term time
- 2 weeks during school holidays

Line Manager: Head of Operations

Required From: Latest September 2024

Main Duties and Responsibilities

HR Support

- Provide generalist HR support across the School. To include advising on the full range of HR policies and procedures including recruitment, employee relations, training and development and GDPR
- Issue all HR documentation e.g. contracts, variation to contract letters, consultancy agreements, annual salary review letters etc
- Advise on employee remuneration, having regard to sector benchmarks
- Oversee absence management across the School
- Update the Head of Operations with monthly payroll changes
- Support the annual appraisal process.

Policy Management

- Responsible for maintaining a register of all school policies and managing the review, update, approval, publishing and communication process
- Provide assistance in drafting of school policies where appropriate with full responsibility for updating all HR policies and procedures e.g. Employee Handbook and Recruitment & Selection Policy for review
- Ensure policies are fully compliant with regulatory requirements and guidance.

Compliance

- Oversee the School's adherence to legal and regulatory standards encompassing staff recruitment, employment law, single central register (SCR), safeguarding, risk management and training
- Sole responsibility for the maintenance of the SCR and representing the School in this area during ISI inspections
- Ensure the appropriate level of checks have been conducted on staff, volunteers, visitors, contractors, visiting speakers and workshop providers etc.

Recruitment

- Management of the recruitment process through to induction ensuring compliance with safeguarding regulations and the School's Recruitment and Selection Policy.

Safeguarding

- Support the Designated Safeguarding Lead (DSL) and the safeguarding team with policies, training, safeguarding records (for incoming/outgoing pupils) and safeguarding reports.

Risk Management

- A member of the Governors' Risk & Strategy Committee, attending termly (or as required) meetings
- Provide support to the Chair of the Risk & Strategy Committee with risk reports and data.
- Provide support to staff and Governors on the School's risk management platform (My Compliance).

Training

- Oversee staff and governor training to ensure compliance with mandatory requirements e.g. Safeguarding/Child Protection, First Aid, Prevent, Fire, Safer Recruitment etc
- Ensure accurate training records are maintained.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Personal Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

Qualifications and Experience	<ul style="list-style-type: none"> ● Good academic education to degree level (desirable) ● CIPD qualified or working towards (essential) ● Previous experience of working in a school environment (desirable)
Personal Qualities	<ul style="list-style-type: none"> ● Detail-Oriented: Possesses strong attention to detail, ensuring accuracy in all HR and compliance related tasks ● Proactive: Takes initiative in identifying and addressing HR issues and proactively manages compliance requirements ● Empathetic: Exhibits a high level of empathy and understanding, providing support and guidance to staff while maintaining confidentiality and professionalism ● Adaptable: Flexible and adaptable to changing circumstances, able to handle unexpected issues with composure and efficiency ● Integrity: Maintains the highest standards of integrity and ethical behaviour, ensuring all actions comply with legal and regulatory standards ● Collaborative: Works well in a team environment, fostering a positive and supportive workplace culture while also being able to work independently in a standalone role ● Resilient: Able to cope with pressure and maintain a positive attitude ● Discrete: Able to handle highly sensitive and confidential information with integrity and discretion.
Skills	<ul style="list-style-type: none"> ● IT Skills: Strong MS Word, Excel and Mail Merge (essential) ● IT Systems: Knowledge of PASS/3Sys, My Compliance, CPOMS or similar (desirable) ● HR Management: Knowledge of HR principles, practices and procedures (essential) ● Compliance and Regulatory Knowledge: Good understanding of employment law (essential) and regulatory requirements in relation to schools (desirable) ● Policy Development: Ability to develop, implement and maintain HR policies and procedures (essential) ● Document Management: Proficiency in preparing and managing HR documentation such as contracts, variation letters, consultancy agreements, and salary review letters (essential) ● Single Central Register (SCR) Management: Experience in maintaining and overseeing a SCR (desirable). ● Risk Management: Experience of risk management (desirable) ● Communication Skills: Excellent verbal and written communication skills, capable of clearly conveying information and providing effective guidance (essential) ● Interpersonal Skills: Strong interpersonal skills, able to build and maintain positive relationships with staff and other stakeholders (essential) ● Organisational Skills: Strong organisational abilities, adept at managing multiple tasks and prioritising effectively (essential) ● Analytical Skills: Strong analytical skills, capable of interpreting data and making informed decisions based on HR metrics and reports (essential)
Philosophy and Ethos	<ul style="list-style-type: none"> ● Demonstrate a commitment to safeguarding and promoting the welfare of children and young people. ● Support the school's commitment to providing a nurturing and supportive environment where every pupil can thrive academically, socially, and emotionally.