



Westbourne  
House School  
CHICHESTER

## **JOB DESCRIPTION**

### **HR MANAGER (ASSISTANT BURSAR)**

**Responsible for:** Providing an effective HR service to the School, working closely with Managers to understand and implement HR policies and procedures and take primary responsibility for HR compliance, including the Single Central Register (SCR) of Appointments. Provision of administrative support to the Bursar.

**Consulting with:** All colleagues

**Reporting to:** Bursar and Clerk to the Governors

#### **Responsibilities of Position:**

- To be responsible for the recruitment life cycle; advising Managers with departmental staffing needs, developing job descriptions and specifications, preparation of effective recruitment materials, manage the interview process, manage the post interview and selection process.
- Ensure the smooth transition of candidates to employees by administering the process, including offer letters, preparing contracts and processing all pre-employment checks. Arrange and deliver the induction process and administer the probation period.
- To be the first point of contact for staff with regard to employment issues or salary/benefit related queries.
- Maintain effective working relationships with staff and line management alike ensuring high levels of customer service. This will be in the form of day to day advice, information on school policies and procedures and assisting in formal meetings where necessary.
- Ensure that the School remains 'inspection ready' by leading and maintaining procedures to ensure compliance with Safer Recruitment Procedures including the maintenance of the Single Central Register.
- To be responsible for the maintenance of up to date accurate personnel records in accordance with statutory requirements.
- Maintain and update the Schools HR policies and procedures, in line with Employment Law and best practice changes and advise Managers as necessary and ensure individual training given if required.
- To track and monitor all staff absence and provide reports as appropriate and lead and manage good absence management control (return to work interviews/occupational health liaison if appropriate).
- Advise on other absences (Maternity/Paternity/Parental Leave etc.).
- To assist as required with the performance review process and to be responsible for its on-going maintenance.

- Prepare documentation as required confirming changes to terms and conditions ensuring that all payroll instructions are prepared in a timely fashion, including contractual variations, new starters, leavers and unpaid leave.
- To ensure that the School meets its statutory employment obligations.
- To liaise as and when appropriate with statutory and professional bodies.
- To lead and manage all Cleaning staff and ensure necessary cover for absent staff members.
- To be responsible for all aspects of any visa or immigration requirements for pupils or staff.

#### **Generic:**

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

#### **Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure &

Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.