

Job Description

Sherfield School believes that each employee makes a valuable and significant contribution to our success and that contributions should not be limited to the assigned responsibilities below. This job description is designed to outline primary responsibilities but not limit the employee, nor the school, to only the duties identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Job Title	Head of HR
Department	Human Resources
Location	Sherfield School
Grade	G6
Reporting to	Head of School (HoS)
Summary	To lead the Human Resources function, providing expertise and strategy for all HR activities across the School.
Duties & Responsibilities	<p>Talent Acquisition and Talent Management</p> <ul style="list-style-type: none">• Partner hiring managers on recruitment strategies and development of recruitment practices and procedures to support attraction and selection of highest calibre staff• Analyse and assess staff turnover, reporting to HoS and School Leadership Team (SLT), to understand current issues and address areas of concern• Provide input into medium/long-term staffing plans and prepare associated worksheets for the HoS and SLT identifying threats, opportunities, and areas for concern• Develop clearly defined recruitment and selection processes, including approval processes, market benchmarking, and contract management• Provide advice on talent management strategies, in particular relation to internal development• Ensure the Safer Recruitment Policy and procedures are applied stringently, following best practice and reporting to the HoS and SLT on all safer recruitment matters <p>Onboarding and Learning & Development</p> <ul style="list-style-type: none">• Develop onboarding and induction practices for all new staff members• Oversee liaison with government departments• In conjunction with School leadership, provide advice and partner in the development of meaningful learning and development programmes• Manage the budget for Support Staff professional development ensuring equality of opportunity and implementation of effective learning and development plans• Review onboarding and induction using staff surveys, developing, and implementing improvements and reporting to SLT as required <p>HR Policy and Administration Management</p> <ul style="list-style-type: none">• Responsibility for strategic planning in HR to grow and enrich the School's practices across all HR-related activities and areas• Oversight for record management of all staff recruitment, hiring, registration, review, leave, promotions and performance management within the HR department, and staff files• Implement HR policies, in line with group guidelines, and undertake regular review to ensure they are reflective of UK employment law and group objectives• Ensure timely development for relevant staff members on HR systems used within the group• Provide accurate and timely reporting on HR metrics• Oversee the dissemination and communication of HR policies in line with school guidelines• Maintain up to date Job Description library

	<p>Safeguarding</p> <ul style="list-style-type: none"> • Responsibility for ensuring the Central Register is up-to-date and records all relevant information for School employees and contractors • Conduct safeguarding training, as a nominated safeguarding trainer for the School, for groups within the community, including parents, staff, and contractors • Ensure managers conducting recruitment interviewing and activities on behalf of the school have completed appropriate training on safer recruitment practices • Audit and review safer recruitment practices in the department in line with guidelines <p>Budgets</p> <ul style="list-style-type: none"> • Responsibility for the School's Manpower budget planning and delivery, providing accurate reporting as required • Responsibility for the HR Department budget <p>Remuneration and Benefits</p> <ul style="list-style-type: none"> • Implement remuneration models and policies which position Sherfield School competitively in the marketplace and support the recruitment and retention of high performing staff • Stay up to date on market compensation and benefits for academic and support staff roles, and provide advice to the HoS and SLT • Oversee the management of staff payroll and benefits, ensuring accuracy and on-time payment for all staff • Provide advice on pay scales and positioning of staff on the scale with consistency for all positions • Review benefits on an annual basis to ensure they are appropriate for the current market and in line with competitors <p>Performance Management</p> <ul style="list-style-type: none"> • In conjunction with School leadership, oversee the annual performance management process, ensuring policy is followed and deadlines are met <p>Employee Relations</p> <ul style="list-style-type: none"> • Provide advice and coaching to leadership and managers on a variety of issues including, but not limited to, employee morale, organisational structure, employee retention, team performance, and staff conduct • Advise Staff and School leadership on disciplinary and grievance procedures • Conduct disciplinary proceedings including investigations and interviews, and manage outcomes in line with local law and School policy <p>Special Projects</p> <ul style="list-style-type: none"> • Advise on best practices and manage HR related aspects of operating in the UK • Lead, or contribute to, HR projects across the Group <p>All other duties commensurate with the post.</p>
<p>Competences</p>	<p>Delivering Results</p> <ul style="list-style-type: none"> • To achieve agreed results and goals, resolving day-to-day problems independently, and to exercise appropriate judgement devising solutions to problems <p>Customer Focus (internal & external)</p> <ul style="list-style-type: none"> • Identifies, understands, and prioritises the needs of internal and external customers to provide the highest standards of service on behalf of the School <p>Professional Expertise</p> <ul style="list-style-type: none"> • Proactively continuing to develop the right level of expertise and competences to do their job.

	<p>Working with Others and Interpersonal Skills</p> <ul style="list-style-type: none"> Working co-operatively, collaboratively, and respectfully with others across the school to foster a culture of excellence, aligned with the School's values and goals <p>Communication</p> <ul style="list-style-type: none"> Achieving excellence in communication, choosing effective methods and behaviour in every situation <p>Thinking and Acting Strategically</p> <ul style="list-style-type: none"> Identifying ways to shape the future in line with the School's vision, mission, and values <p>Planning and Organising</p> <ul style="list-style-type: none"> Planning, prioritizing, and organising work effectively to deliver the School's vision, mission, and values <p>Leading and Embracing Change</p> <ul style="list-style-type: none"> Recognising and responding positively to the need for change and identifying opportunities <p>Leading People</p> <ul style="list-style-type: none"> Provide excellent leadership and/or management and supervision to help people perform at their best, through motivating, developing, and training them to achieve high performance <p>Managing Conflict</p> <ul style="list-style-type: none"> Shows leadership in managing conflict and difficult conversations to achieve positive resolution 	
Dated	January 24	

Sherfield School is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.