



THE BIRKENHEAD PARK SCHOOL

JOB DESCRIPTION

Job Title: HR & Operations Manager

Grade/Salary Scale: £25,000 - £29,000 p/a

Reports to: Headteacher

Job Purpose

HR Manager

- To provide leadership, management, development and promotion of the Human Resources function within the School.
- To lead and manage the Administration function of the School, comprising an Office Manager and two Reception Staff.

Operations Manager

- To ensure that the site, buildings and facilities are maintained to a high standard and, as appropriate, in line with the output specifications defined in the PFI Consortium Contracts.

Critical Responsibilities

HR Manager

- Provide a professional, customer focused proactive Human Resources service to managers and staff, keeping the Senior Leadership Team updated on a regular basis.
- Inform and advise on HR and support service matters at Governors' HR Committee meetings and Leadership Group meetings in order to facilitate decision-making.
- Develop and deliver training and awareness sessions for managers in relation to relevant HR practices and new employment legislation within the remit of the role.
- Provide confidential advice to individual members of staff on a broad range of HR issues, handle diverse casework and establish good HR practices.
- Produce effective management/staff communications on HR issues as required.
- Be aware of changing employment legislation, new developments and innovations in HR practices in order to maintain high standards and contribute to the continuous improvement of service delivery.
- Undertake project based work, both ad hoc and on-going projects, to develop the infrastructure of the School.

- Maintain the staff handbook in regard to HR related matters.
- Develop and maintain staff records (manual and computerised) to ensure data is up to date and available for management and other appropriate bodies when required.
- Analyse workforce information and provide responses to requests for management information so that accurate and up-to- date HR data supports management decisions.
- Complete and submit the annual School Workforce Census.
- Maintain the School Single Central Register, ensuring compliance with Ofsted safeguarding requirements.
- Manage applications to the Disclosure and Barring Service, ensuring forms are completed accurately and ID is appropriately verified.
- Be responsible for delivering a complete recruitment service and subsequent induction for new staff.
- Liaise with the School payroll provider and Finance team to manage monthly payroll changes and monitoring the payroll schedule throughout the year to ensure that staff remuneration is accurate and that queries are resolved quickly.
- Maintain the Childcare Voucher Scheme, overseeing its implementation and administering any required changes.
- Maintain records with Pension providers and guide employees to appropriate contacts for advice.
- Have budgetary responsibilities as appropriate for HR and Administrative activities and orders.
- Manage absence and provide advice and guidance to managers on absence management, ensuring compliance with respective policies and procedures.
- Manage the provision of the School's occupational health service and attend welfare visits, supporting staff to be healthy and productive.
- Manage holiday and TOIL processes, maintaining records and co-ordinating staff and management teams to follow procedures accordingly.
- Manage maternity and paternity schemes for all members of staff, ensuring the correct procedures are followed and appropriate records are produced and maintained.
- Manage, motivate and develop Administrative staff within the School to ensure the provision of an effective support service.
- Support the delivery of effective Performance Management processes for all members of staff.
- Support Capability procedures, recording meetings and providing policy guidance.
- Support Grievance and Disciplinary procedures, recording meetings and providing policy guidance.
- Support Redundancy procedures, attending meetings and providing support for affected staff.
- Attend JCC Union meetings, recording minutes and providing supportive action where required.
- Organise training for staff to support professional development and to ensure the School meets all requirements [safeguarding / e-safety / safer recruitment / first aid / minibus driving etc.]

Operations Manager

Facilities Management (FM):

- Ensure that the site, buildings and facilities are maintained to a high standard in line with the output specifications defined in the PFI Consortium Contracts. Monitor and record the performance of SPIE in meeting the output specifications for Caretaking, Cleaning, Catering, Grounds Maintenance and Security.
- Carry out work relating to the PFI contract, contacting the Caretaker/SPIE helpdesk when problems arise.
- Regularly report to the Headteacher all non-performance of facilities management.
- Ensure that appropriate performance deductions are made for non-performance.

- Manage complaints from staff relating to the FM service provision and liaise with the PFI team to oversee their resolution.
- Monitor non-accidental damage claims from the FM Company.
- Attend bi-weekly meetings with FM Property Manager.
- Attend six weekly meetings with FM Contract Manager and Wirral PFI team.
- Oversee the procedures around the School's use of building out of core hours.
- Ensure that equipment and furniture are maintained to a high standard and organise appropriate repair or replacement.
- Arrange and monitor the progress of additional works to the fabric of the building commissioned by the School.
- Liaise with architects, designers, building contractors, SPIE and Wirral PFI Team as appropriate regarding any new construction or building works.
- Liaise with the Local Authority and relevant contractors regarding all issues relating to caretaking, cleaning, catering, grounds maintenance and security of any non-PFI buildings and site.

Health and Safety:

- Ensure the School's compliance with Health & Safety at Work Acts and Fire Regulations in conjunction with the PFI Company and external agencies.
- Ensure provision of emergency first aid cover at all times for the School.
- Monitor, review and report on the safety and security of the site on a regular basis.

Additional:

- Oversee the Administration team's management of the booking system for the minibuses.
- Manage and maintain the minibus driver authorisation system, incorporating the authorisation of new drivers, annual driving licence checks and driver re-assessments.
- Undertake appropriate training and development in order to anticipate and respond to new challenges and opportunities.
- Have budgetary responsibilities as appropriate for premises activities and orders.

Generic Responsibilities

- Promotion of the School's core values.

Monitoring: As specified by the Headteacher and in accordance with the School's Performance Management Policy for all staff.

Meeting attendance: As reasonably directed.

Other: Undertake such whole-School duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher.