

JOB DESCRIPTION

Job title:	HR Manager
Grade:	Scp 32-34 £34,780 starting salary
Responsible to:	Bursar
Hours of work:	Monday to Friday. Normally 35 hours per week (8.30 a.m. to 4.30 p.m. or similar) although this is a very busy role and the postholder may have to work additional hours at certain times of the year. One hour unpaid lunch break.
Holiday entitlement:	The role is a 52 week position and the post holder will be entitled to annual leave of 33 days including bank holidays.

Information about Chetham's

Founded in 1653, Chetham's comprises three charities: Chetham's School of Music, Chetham's Library and Chetham's Hospital, all based on one site in the heart of Manchester city centre. The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are over 320 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

To provide a proactive, efficient and effective HR service to all areas of Chetham's. This will include all employment-related administration, providing advice and HR support to management and ensuring compliance with employment legislation and ISI Regulations. The HR Manager is the first point of contact for all HR-related matters.

Main Responsibilities and Duties:

Recruitment and Induction

- Lead, manage and carry out the recruitment (with the assistance of the part-time HR Administrator) of all staff, in conjunction with the Senior Leadership Team, Chetham's Librarian and Heads of Department, including:
 - developing job descriptions and person specifications
 - preparing and placing advertisements
 - checking application forms
 - arranging interviews and assisting in interviewing and selecting candidates
 - carrying out all necessary recruitment checks

- preparing job offer letters and contracts of employment
- ensuring all new recruits are properly inducted.
- Carry out the administration for any changes in employment terms and conditions.
- Liaise with the Payroll Officer on payroll matters ensuring all starters and leavers and salary changes are accurately implemented in Payroll each month.
- Ensure that all procedures relating to leaving staff are carried out effectively.

Legislation and Compliance

- Ensure legal compliance and compliance with ISI Regulations in all employment matters and proactively provide compliance advice to the Senior Leadership Team and Chetham's Librarian.
- Maintain all staff personnel files, including the Central Register of Appointments, in line with ISI requirements.
- In consultation with the Bursar and Joint Principals, liaise with Chetham's HR solicitors to provide expert interpretation and advice on employment legislation as necessary.
- Issue Tier 5 Certificates of Sponsorship and carry out the necessary checks to comply with Right to Work legislation.
- Ensure appropriate registrations are in place and up to date for relevant staff (Security, Nursing staff etc).

HR Services and Processes

- Lead the development, review and implementation of policies and procedures for matters such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management and ensure Heads of Departments are aware of and implement these policies.
- Plan and deliver relevant training, including inductions for new staff.
- Carry out procedures for the effective monitoring of all staff absences, including sickness, annual leave, maternity, paternity and shared parental leave, working proactively with Heads of Departments to manage concerns, including arranging return to work interviews and referrals to Occupational Health, to ensure individual situations are managed in a timely and effective manner.
- Facilitate early resolution and mediation to minimise the number and impact of employee relation cases.
- Advise Heads of Departments on performance management issues including grievance, disciplinary and capability matters and attend/take minutes at relevant meetings.
- Undertake the annual salary reviews.
- Manage the appraisal, probationary and performance review schedule.
- Be responsible for the efficient administration by the Payroll Officer of the pension schemes of the School (TPS, Aegon, GMPF).
- In the unexpected absence of the Payroll Officer, carry out the basic functions of that role.

General

- Obtain/maintain the NSPCC qualification in Safer Recruitment.
- Obtain/maintain an in-depth knowledge of ISI Regulations, ensuring they are effectively implemented in relation to staffing and employment.
- Attend staff meetings and training as required.
- Participate in regular performance review.
- Undertake personal development and improve own practice through training, courses, observation, evaluation and discussion with colleagues and use this to support others.
- Be a member of the Health & Safety Committee.

- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Bursar or Joint Principals.

Chetham's is currently recruiting a part-time HR Administrator to support the HR Manager (this a new post). Admin support for Stoller Hall appointments is provided by The Stoller Hall Venue Administrator and for Library appointments by the Library Visitor Services Co-ordinator.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I becomes aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name:

Employee's Signature:

Date:

Person Specification		Essential/Desirable
Qualifications	Good general standard of education to A Level or equivalent	Essential
	Relevant professional qualification: CIPD Level 6/7	Desirable (Essential – level 4/5)
Experience	2 years working in a personnel role at a similar level	Essential
	2 years working in a Payroll role using computerised payroll systems	Desirable
	Experience of working in education or charity sector	Desirable
	Providing training in a variety of areas across all levels of staff	Essential
	Experience of handling disciplinary, grievance and capability procedures	Essential
Knowledge, skills and abilities	Detailed knowledge and understanding of current employment law	Essential
	Ability to prioritise a varied workload and meet deadlines	Essential
	Excellent organisational and administrative skills	Essential
	Good IT skills, including Microsoft Word, Excel, Powerpoint and the use of the internet.	Essential
	Excellent standard of written and spoken English language, as well as excellent written and verbal communications skills	Essential
	High level of accuracy and attention to detail	Essential
Attitude and disposition	Friendly, positive disposition	Essential
	Self-motivated, able to work unsupervised and exercise initiative	Essential
	A pleasant and professional telephone manner	Essential
	Able to support others, working as part of a team	Essential
	Flexible and co-operative	Essential
	Willingness to develop new skills	Essential
	Excellent interpersonal skills	Essential
Other circumstances	Smart appearance	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential