



Job Description:	HR Manager
Salary:	£competitive
Hours:	9am – 5pm Monday - Friday
Responsible to:	Director
Location:	Bransford, WR6 5JE

Our aim is to provide a homely, caring environment individually tailored to a young person's needs, encouraging them to develop independence

Job Purpose

You will lead the HR department, to support all aspects of both the organisations operational and strategic plans. The nature of the role and size of business means that the role will be very broad and hands on.

Main Responsibilities

- Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
- Apply HR and business knowledge evidencing appropriate decision making skills.
- Advise managers on the terms and conditions of employment and knowledge share best practice with them.
- Develop HR policy and procedures to drive performance and mitigate disputes.
- Implement learning and development policy.
- Provide first line advice on current and existing benefits for employees and managers.
- Work with appropriate parties on reward strategy.
- Provide advice on recruitment and selection strategies.
- Support the recruitment process – this may include writing job descriptions and preparing interview questions and application forms etc.
- Manage talent and succession planning.
- Drive alignment between HR strategy and business goals.
- Continuously monitor and review HR policies and processes and implement changes where necessary.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Support change management processes.
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- Self-motivated and able to work under own autonomy or as part of a team.



Skills and Experience

- Proven HR generalist experience of three to five years is expected
- Exceptional organisational and communication skills is required together with proven leadership capabilities and solid knowledge of employment legislation and its application
- Experienced in developing and supporting line managers through change.

Our Place Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation along with Employment checks.

Our place operates a NEST pension scheme which can be utilised instead. If you don't opt out, you will be automatically enrolled. We offer childcare vouchers, plus additional benefits, which are being reviewed to ensure that we are a great place to work.

For more information about this or other vacancies, contact us on careers@ourplaceschools.com