



# GORDONSTOUN

Broader experiences, broader minds.

## HR MANAGER

**Reports to:** Head of Finance & HR

**Job Purpose:** Gordonstoun is a “people business” and our people are our biggest asset, so good HR is right at the heart of making Gordonstoun great. At Gordonstoun, HR is about getting the very best out of our people from recruitment all the way through to retirement. We are looking for someone who has a good, broad understanding of HR and who wants to deliver HR across the school and liaise with managers to make sure that people can be at their best.

**Grade and working hours:** 4N-4P – 37.5 hours per week

### Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

### Major responsibilities of the role:

The HR Manager will support the Head of Finance in the following areas, however they should always be looking for ways to improve and streamline our processes with feedback from our Senior Leadership Team.

- **Employee Records and Administration:** To maintain accurate and up to date employee records. This will include reviewing and handling job applications, employment contracts, employee benefits and probationary and performance reviews ensuring that all data is current and compliant with relevant policies, laws and regulations. Manage and develop HR policies, procedures and practices. Continue to develop our HR system to improve and streamline processes.
- **Recruitment and Staffing:** Overseeing the recruitment and onboarding process. This will involve advertising jobs, scheduling interviews, coordinating job offers and onboarding new hires. Guide managers to develop job descriptions and person

specifications and develop candidate assessments and help form recruitment panels. Guide managers in evaluating the grade and terms for roles.

- **Compliance and Regulation:** Maintain an in-depth knowledge of employment law and industry regulations so that our practices and policies are compliant.
- **Employee Welfare and Relations:** Act as a first point of contact for our staff regarding grievances, disputes or clarification on company policy. Ensure that employee concerns are addressed promptly, effectively and fairly and work towards fostering a positive work environment. Oversee benefits administration ensuring employees are able to enrol in annual benefits plans
- **Stakeholder management:** Build and nurture solid relationships with key members of staff to understand their challenges and goals. Coordinate the staff support and development process and guide managers and staff in completing it. Help develop an effective induction and staff training programme by identifying training needs and coordinating workshops and training sessions and ensuring training records are kept up to date.

**PERSON SPECIFICATION:**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Education and qualifications	<ul style="list-style-type: none"> <li>● GCSE/SQA C grade or higher (or equivalent) in English</li> <li>● Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>● Degree or equivalent level of qualification/experience</li> <li>● Membership of CIPD (or similar)</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>● An excellent and broad understanding of HR and employment law</li> <li>● Understanding of and commitment to education</li> </ul>	<ul style="list-style-type: none"> <li>● A working knowledge of the independent education sector</li> </ul>	Application form Interview
Skills and Experience	<ul style="list-style-type: none"> <li>● Excellent IT skills, including proficiency in all MS Office applications</li> <li>● Attention to details</li> <li>● Excellent writing, communication and interpersonal skills</li> <li>● Experience of working in an HR environment</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in an education environment</li> <li>● Experience of working with bespoke information management systems</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>● Enthusiastic, diplomatic and calm under pressure</li> <li>● A proven track record of strong working relationships with colleagues and external contacts</li> <li>● A positive and proactive attitude to manage a high volume of work</li> <li>● Flexible, with a can-do attitude</li> <li>● Discreet and confidential</li> <li>● Someone who creates a positive and cooperative working environment</li> <li>● A commitment to Gordonstoun's unique educational ethos</li> </ul>		Interview Task
Child Protection	<ul style="list-style-type: none"> <li>● Suitable to work with children</li> <li>● A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children and young people</li> </ul>	References