



## Job Description

**Job Title:** People and Development Manager  
**Responsible to:** Director of Finance and Operations  
**Responsible for:** People and Development Adviser  
**Hours of work:** Monday to Friday 08:30 am to 5.00 pm (37.5 hours per week with a daily one hour unpaid lunch break).

## Job Purpose:

As the People & Development Manager at St Leonards School, you will have a passion for the development and promotion of a positive workplace culture, with excellent communication and influencing skills to support the delivery of the School's operational and strategic plans.

Working closely with the Executive, Academic and Professional Services colleagues, you will guide and deliver all aspects of the School's progressive people and organisational development agenda through high engagement and collaborative practice with all stakeholders.

You will have extensive professional HR knowledge and experience, ideally gained in an academic environment giving you valuable insights and an understanding of the challenges facing the education sector.

With strong analytical skills, you will support cross-school team effectiveness and departmental resource plans with evidence based decision making. The People and Development Manager will be highly competent at understanding and implementing employment legislation and be a key contributor to school wide change initiatives and projects. With high technical and digital expertise, you are well placed to ensure that the School has effective management information tools in place which will equip our leaders and managers with the skills and confidence to support change with empathy and clarity.



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## Areas of Responsibility:

### Guidance and Support

- Ensure that all requests for support and advice are answered in a timely, comprehensive and courteous manner by the Department.
- Maintain all HR policies to ensure they are up-to-date and accessible to all employees. Reviewing new employment law changes and implementing these into the relevant policies, procedures or documentation, with any core changes approved by the School's Executive team.
- Provide clear guidance and support to people managers in connection with people management matters, including absence management, disciplinary, capability and grievance matters.
- Identify areas of risk, highlighting these to the DFO for the Audit, Risk and Compliance Committee.
- Ensure maintenance of accurate records of people management cases. Should the need arise, make referrals to the General Teaching Council of Scotland (GTCS), Scottish Social Services Council (SSSC) and/or the Office of the Scottish Charities Regulator (OSCR).
- Promoting and maintaining the School's benefits for employees, keeping information up-to-date and accessible to all employees.
- Manage and maintain the School's performance appraisal records and relevant training and development outcomes.
- Support the People & Development Adviser (PDA) to manage the onboarding and offboarding processes, to ensure relevant induction and probationary reviews are completed in a timely manner, and exit interviews are completed by the relevant parties.
- Undertake other work that is relevant to the P&D Department as and when required.

### Line Management

- Direct line management of the PDA and any interim support positions from time to time.
- Liaise with the DFO if there is a need for additional temporary resources for short-term projects, such as digitisation of paper files, organisation of archived files etc.
- Maintain an overview of the department workload and distribute relevant tasks to PDA as required.
- Carry out regular 1 to 1 reviews and annual performance appraisals with relevant line reports, to maintain an objectives plan and invest in any relevant development courses, such as CIPD.

### Due Diligence and Compliance

- Manage all relevant compliance to ensure HR paperwork is up-to-date, including all personnel records.
- Ensure professional registrations are maintained, such as GTCS and SSSC, for all relevant employees.
- Communicate with the relevant employee if any registrations have lapsed, and inform the DFO.
- Act as a counter-signatory for Disclosure Scotland's PVG scheme and SSSC. Ensure all employees have an up-to-date PVG certificate before commencing employment with the School.



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St Andrews

- Assist the Executive team with e-form submissions to the Care Inspectorate and any other returns which may be required.
- Comply with any school inspections regarding personnel files, safer recruitment checks and registrations.

## Strategic Support

- Support with the School’s strategic mission, engaging in initiatives and policy development focusing on employee engagement, employee wellbeing, organisational culture and communication. Assess and present initiatives to the Executive team which have a positive impact on the work environment.
- Support the School’s Executive team with any people-related projects that do not require outsourcing, such as departmental consultations and restructures, office relocations as agreed etc.
- Support the School’s Executive team in preparation for and attendance at the Joint Information and Consultation Committee (JICC).
- Strive to continuously improve your own and your team’s professional , legal and policy development knowledge.

## Person Specification

Criteria	Essential	Desirable
<b>Education, Training, Qualifications</b>	<ul style="list-style-type: none"> <li>● Educated to degree level in a relevant discipline.</li> <li>● CIPD qualification or significant experience in a senior people management role.</li> </ul>	<ul style="list-style-type: none"> <li>● CIPD qualified to Associate level, aiming for Fellow.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>● Proven track record of reviewing, revising and implementing people policies and procedures.</li> <li>● Development of strategic agenda and action plans to ensure best outcomes.</li> <li>● Ability to design and implement change projects</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in an educational environment, preferably at an Independent School</li> </ul>
<b>Competencies and Personal Attributes:</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal skills.</li> <li>● Clear communication skills, both written and verbal.</li> <li>● Ability to build positive working relationships with a range of stakeholders.</li> <li>● Excellent organisational skills with the ability to work under own initiative, multi task and re-prioritise workload at</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of supporting an Executive team.</li> <li>● Experience producing qualitative reports for Board level.</li> </ul>



# St Leonards

St Andrews

	<p>short notice.</p> <ul style="list-style-type: none"><li>● Ability to provide a professional, confidential and discreet service.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>● A systematic and thorough approach to work with meticulous attention to detail.</li><li>● Comfortable in dealing with people from all levels of the organisation.</li><li>● Ability to gain credibility with employees and managers alike.</li><li>● Resilient. Assertive yet respectful.</li><li>● Placing importance on integrity and confidentiality.</li><li>● Pleasant, approachable manner with a 'can do' attitude.</li><li>● Resourceful, especially when faced with a problem.</li><li>● Highly professional manner and appearance.</li></ul>	

May 2025