

Erskine Stewart's Melville Schools



HR Manager (Maternity Cover)

Purpose of Job

The postholder will be responsible for overseeing and managing all operational HR matters, ensuring the delivery of a high-quality, professional, and proactive HR service. The HR Manager will also line manage the HR team, including HR Advisors, HR Systems, Data & Recruitment Lead, HR Assistant, and HR Administrator.

Accountability

The successful candidate will be accountable directly to the Director of People.

Authority

The successful candidate will have authority as delegated by the Director of People and will lead the operational HR team.

Key Relationships

The postholder will liaise closely with the Director of People, senior managers across the schools, and internal and external stakeholders to ensure effective HR service delivery.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures.
- Treating people fairly, with dignity and respect to maintain a positive school culture.
- Ensure effective planning, delegation and support of responsibilities.
- Developing a culture of high expectations for all and taking action when performance does not live up to these.
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with the wider ESMS community
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the leadership of the Schools/Duties and Responsibilities:

Operational Management

- Oversee and manage day-to-day HR operations and services, ensuring high standards and timely delivery.
- Provide leadership and direction to the HR team, ensuring their professional development, engagement, and wellbeing.
- Ensure compliance with HR policies, procedures, and legislation.
- Lead key stakeholder relationships with staff benefits platforms, recruitment agencies, and employment lawyers.

Advisory Services

- Oversee the provision of expert advice, guidance, and coaching to staff and line managers on HR-related matters.
- Oversee complex employee relations cases, including performance management, absence, disciplinary, and grievance issues.

Policy Development and Implementation

- Own the development, monitoring, and review of HR policies and procedures to ensure they are effective and compliant with legal requirements.
- Lead and contribute to continuous improvement of HR systems, processes and practices.

Recruitment and Talent Management

- Lead recruitment and selection processes to attract and retain high-calibre talent.
- Develop and implement annual headcount monitoring to support with budgeting and resource allocation, in conjunction with the Finance department.
- Develop and implement talent management and succession planning strategies.

Employee Wellbeing and Engagement

- Promote and implement strategies for employee wellbeing and engagement.
- Oversee the design and delivery of workshops and training sessions on HR-related topics.

HR Systems and Data Management

- Oversee the HR Systems, Data & Recruitment Lead in managing HR data and systems.
- Ensure accurate and timely HR data reporting and analytics.
- Develop and implement a set of Key Performance Indicators (KPIs) to measure the efficiency, effectiveness, and impact of HR initiatives and processes.

Project Management

- Undertake designated project work on behalf of the Director of People.
- Lead HR-related projects and initiatives, such as restructures, ensuring successful implementation and alignment with strategic goals.

Other duties as required from time to time.

PROFESSIONAL REVIEW AND DEVELOPMENT

The HR Manager will undertake continuing professional development to maintain up-to-date HR practice knowledge and skills. Participation in the annual PRD process is required to support ongoing professional growth.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none">• Extensive experience in a HR generalist role.• Strong legal knowledge in an employee relations context.	<ul style="list-style-type: none">• Experience in the education, teaching, or care sectors.• Previous experience using a HR system or database (e.g., iTrent).
Education/Qualifications	<ul style="list-style-type: none">• CIPD qualified to Level 5 or above (or equivalent).	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none">• Excellent communication and analytical skills.	

	<ul style="list-style-type: none"> • Proficient in Microsoft Office, particularly Word and Excel. • Strong leadership and team management skills. 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards. • Ability to work independently and as part of a team. 	

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

Leading and Managing

- Leads from the front and by example
- Coaching style of leadership
- Has courage and flexibility to identify and implement change effectively
- Has sound budget management skills
- Plans, prioritises, organises and delegates
- Has strong analytical skills
- Ensures School compliance with applicable legal and regulatory requirements.
- Undertakes School evaluation
- Implements diversity, inclusion and access strategies.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff
- Develops individuals' capabilities

- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a temporary, full time position on a maternity cover basis for 12 months from December 2024 until December 2025, subject to satisfactory pre-employment checks.
Hours of Work	The hours of work will be full time, Monday to Friday 8.30am-4.30pm with 45 minutes unpaid for lunch, totalling a paid working week of 36.25 hours.
Salary	The salary is £50,517 per annum (ESMS Support Staff K Scale).
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will work across both sites at Ravelston and Queensferry Road. The role is site-based with opportunity to work from home.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Friday 25 October.

We anticipate interviews will be held as soon as possible after the closing date.