

Job Description

Kennet School



Job Title:	HR and Operations Manager - Team Leader (Band K)
Hours and Weeks	37 hours per week, term time only, plus 10 days Monday to Thursday 8:30am - 5pm Friday 8:30am - 4:30pm
Responsible To:	Headteacher

Job Summary

The HR and Operations Manager plays a key role in overseeing the school's operational and administrative functions, with responsibility for HR leadership and business operation. This includes safer recruitment, contractual changes, payroll processes, attendance management, casework and day-to-day HR matters.

The role carries line management responsibility for several key operational functions within the school, including the School MIS Manager, Data Manager, Cover and Lettings Administrator, and Finance/HR Administrator, ensuring these roles work effectively and collaboratively to support the wider organisation.

Key Responsibilities:

1. Business Operations

- Ensure efficient operational systems, processes, and administration service standards operate across the school
- Act as the operational conduit between Kennet school, other schools within the Trust and wider Trust functions

2. Safer Recruitment & Onboarding

- Support recruitment and ensure all recruitment activity complies with *KCSIE*, including adverts, shortlisting protocols, interview panels, and safeguarding questions
- Manage pre-employment checks, including DBS, references, right-to-work, qualifications, and employment history checks
- Oversee and maintain the Single Central Record
- Support induction process for staff, governors, central team and trustees
- Provide accurate information and data for payroll purposes.

2. Employee Relations & Casework

- Provide first-line advice on employee relations including conduct, capability, attendance, grievances, and informal resolution
- Support and coach line managers to follow policies consistently
- Support managers in employee management meetings where necessary
- Ensure appropriate support is obtained where necessary leaning on external partners, such as external HR, Health & Safety, Occupational Health and Legal Services

3. HR Operations & Compliance

- Ensure the school maintains accurate HR records, contracts, variations, and payroll instructions
- Ensure compliance with GDPR, retention schedules, and data security
- Support policy reviews, and statutory reporting
- Manage HR systems (Bromcom)
- Ensure accurate monitoring and reporting of equality objectives

4. Workforce Planning & Strategy

- Support SLT with workforce planning, staffing models, and recruitment forecasting
- Analyse absence trends, turnover, and staffing risks
- Contribute to school improvement planning, culture initiatives, and staff wellbeing strategies
- Ensure job evaluation takes place and the school is compliant with equal pay requirements
- Support simple change management processes

5. Training, Culture & Safeguarding

- Coordinate mandatory training: safeguarding, induction, safer recruitment, and compliance modules
- Disseminate briefing information to SLT, governors, and staff on HR and compliance updates

Person Specification

Key Skills, Qualifications and Experience

Essential

- Strong organisational skills and good inter-personal abilities
- A positive outlook with excellent problem-solving skills
- Strong leadership and team management skills
- Able to be flexible, calm and able to meet tight deadlines
- Knowledge of school MIS
- Ability to work independently and be highly self-motivated
- Ensure confidentiality at all times
- Significant experience of working within education
- Experience in HR or school business administration, with previous people management experience desirable
- Strong understanding of GDPR, safeguarding, and UK employment law
- Excellent communication, organisational, and IT skills
- A flexible and professional approach, with the ability to manage sensitive matters with integrity

Desirable

- CIPD qualification to Level 5 minimum or a willingness to obtain the level of qualification
- Up to date knowledge of employment law
- A desire to maintain professional knowledge and growth

People Management

- Line manage relevant team members in line with Trust and school policies, ensuring clear expectations, support and accountability
- Promote a positive, collaborative team environment that values professional development and wellbeing
- Lead regular performance reviews and provide constructive feedback to drive individual and team effectiveness

General

- Take responsibility for own professional development and keep updated about new initiatives in technology
- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop constructive relationships and communicate with other agencies/professionals if required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

Notwithstanding the detail in this job description to undertake, in accordance with contract terms and conditions, such work as may be determined by the Headteacher from time to time.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.