



HR Manager

Job Description

For an immediate start, Forres Sandle Manor School is seeking an experienced HR professional to join the Business Support Function of the School, managing the day-to-day running of the HR department.

We are looking to appoint an enthusiastic and driven individual to lead our HR team and who will contribute to the recent success and growth of our school.

You will lead the department, ensuring that all policies and procedures are followed in line with legislation. You would be responsible for HR processes to include; recruitment, onboarding, induction, contracts, absence management and advising managers on a range of employee relation cases to include; grievance, disciplinary and capability procedures and absence management as appropriate.

Hours of working: 16 hours per week to be worked over a minimum of 3 days (actual days and times to be discussed at interview).

Salary: £30,000-£33,000 per annum (FTE) dependent upon skills and experience.

The successful candidate will have the option to join the Aegon Pension Scheme with an enhanced employer contribution.

Benefits of Service: The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos of support is reflected in the ease of access that all members of staff have to the senior management team. Relationships with pupils are respectful, purposeful and warm.

All staff enjoy free on-site parking, an excellent pension scheme plus lunch and refreshments during term time.

Start Date: ASAP

Purpose of the Role

- Deliver an efficient and compliant HR service, ensuring alignment with employment legislation and internal policies.
- Maintain and manage the Single Central Record, ensuring full compliance with Keeping Children Safe in Education (KCSIE) requirements and the timely completion of all pre-employment checks.
- Manage the full recruitment process: prepare and post adverts, schedule interviews, request references, attend interviews (as required), and issue offer letters/contracts.
- Conduct all pre-employment checks, including DBS, Overseas Criminal Record Checks, Prohibition from Teaching, Right to Work and Social Media checks.
- Ensure that external activity providers, contractors, and volunteers have appropriate safeguarding/DBS checks before commencing delivery of services.
- Support staff onboarding: system logins, keys, IT equipment, ID cards, induction documentation, policies, and mandatory training.
- Liaise with IT staff to coordinate staff laptop/device distribution and Wi-Fi access.
- Use DocuSign to issue annual APR and salary variation letters, plus contract variations as required.
- Provide contract, salary, APR, and pension information to the Finance Department for payroll.
- Maintain up-to-date personnel files, safeguarding records, and compliance documents (in line with ISI regulations).
- Track staff absence, CPD training, and appraisal record.
- Conduct Return-to-Work meetings and coordinate phased returns after prolonged absences.
- Assist with staff disciplinary and grievance processes, including taking notes during sensitive meetings.
- Act as the first point of contact for HR/pay/pension queries and people-related issues.
- Provide informal day-to-day support, guidance, and advice to staff and managers; assist with mediation if required.
- Signpost staff to relevant services, including the Employee Assistance Programme (EAP), eyecare vouchers etc.
- Maintain communication with staff absent due to maternity leave, sickness, etc.
- Coordinate leaver processes (exit interviews, return of school property, updating records, deactivating IT access).

The postholder will be working as part of our business support team and therefore we are seeking an individual who will enjoy working with others and willing to assist on occasions with the general administrative support required in a busy school. This may include answering calls/queries from parents, accompanying visitors around the school site, accepting and signing for deliveries etc.

Person Specification

Essential

- Minimum of two years' experience in an administrative role.
- Comfortable dealing with all stakeholders within the business including Teaching staff, Leadership Team and Directors, Parents and Children.
- A proactive self-starter, able to work independently and as part of a team.
- Strong organisational and time-management skills, with the ability to prioritise and multitask.
- Discreet and professional, able to handle confidential HR information sensitively.
- Excellent interpersonal and communication skills (verbal and written).
- High standard of English and numeracy.
- Strong attention to detail and accuracy; committed to high standards.
- Competent IT skills (Google Suite, databases, HR/administration systems).
- Proactive and flexible; able to adapt to changing priorities.
- Team player with a can-do attitude.
- Approachable, empathetic, and with a sense of humour.

Desirable

- Experience working in HR in a school or education setting.
- Knowledge of Safer Recruitment, safeguarding compliance, and HR best practice.
- First Aid/Health & Safety training.
- Mental Health First Aid qualification.
- Understanding of data protection and confidentiality.
- Understanding of safeguarding and child protection principles.

HOW TO APPLY Please complete an application form, which can be found at fmschool.com/vacancies , including a supporting letter addressed to our Director of Operations, Miss Anna Matthews, and return a signed copy by email to recruitment@fmschool.com

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS, online searches and reference check prior to appointment.