

**Human Resources**

**& Regulatory Compliance Manager**



**To Start ASAP**

**The College**

Abbey Gate College is the longest-running coeducational independent school in the Chester area, catering for circa 485 pupils aged 4-18 years. Set in the idyllic rural villages of Saighton and Aldford on the outskirts of Chester.

Our pupils are at the heart of everything we do.  We believe education is about building self-esteem, a love of learning and igniting a desire in all our pupils, to ensure they fulfil their academic and personal potential. We strive to guarantee our children leave Abbey Gate College as confident, articulate, respectful and happy young high achievers.

From the youngest in Foundation to our Sixth Formers, we aim to develop skills for life; core values such as respect and compassion within the framework of an excellent education.  Developing talents and skills in a wide range of areas are encouraged, success is celebrated and endeavour is recognised.

Wellbeing is important to the College both for the pupils and staff and the College endeavours to create a supportive and caring environment so that both pupils and staff can show the best version of themselves at the College.

# JOB DESCRIPTION: HR and Regulatory Compliance Manager

Abbey Gate College is seeking to appoint an experienced, highly effective and driven individual to join our dedicated staff as HR and Regulatory Compliance Manager. In this diverse role the successful candidate will be a highly capable leader with demonstrated ability to manage all aspects of the HR function, be able to combine a sharp intellect with exceptional attention to detail to provide clear direction to the Board of Governors and Leadership Team on the impact of legislative changes affecting education, and how that translates to College policies and procedures.

At Abbey Gate College the wellbeing of both our pupils and staff is extremely important and this role will pro-actively initiate, plan and deliver appropriate and agreed programmes and systems; in liaison with the College Leadership Team; to support the wellbeing of all employees in the College.

A demonstrated aptitude for building successful relationships with a wide variety of stakeholders across an organisation is essential. The role covers a wide breadth of both strategy and also the day-to-day administration required for HR and Compliance.

**Purpose of the Role**

You will be responsible for managing the day-to-day HR processes and ensuring all aspects of Regulatory Compliance relating to independent schools are met and monitored.

**Reporting to**

This role reports to College leadership, as applicable.

**Responsibilities:**

1. HR-related

* Co-ordinate recruitment campaigns and produce recruitment documents including: invite letters, offer letters and employment contracts
* Manage the end to end recruitment and vetting process for all new employees, Governors, agency staff and volunteers following Safer Recruitment guidelines.
* Organise induction programmes for new staff and ensure that these are fully implemented and recorded
* Maintain accurate HR records and take ownership of the Single Central Register for all staff, volunteers and contractors at the College.
* Ensure that job descriptions are current and in place for all employees
* Maintain the Employee and Staff Handbook and ensure that all staff are aware of updates
* Primary liaison with College’s employment law advisers
* Monitor and report on staff holidays and absences including management of occupational health processes as appropriate in line with College policies
* Provide HR advice on change management within the College such as reorganisations, changes to pay scales or policies, employment contract terms and conditions whilst reviewing external markets to promote AGC as an employer of choice.
* Provide practical support and guidance to the Leadership Team in all matters HR where necessary.
* Advise and provide direct support on employee disciplinary / grievance/ performance matters, in collaboration with line managers ensuring they actively manage their teams in line with College procedures
* Ensure effective annual review process in place for all staff, and completed in timely manner by line managers
* To ensure that good HR records, electronic and manual, are maintained and processed in accordance with relevant data protection legislation.
* To produce KPI and other statistical data for the Head and Director of Finance and Operations to formulate strategic direction of HR processes to be considered by Leadership or the Board
* To provide information for payroll processes to ensure that employees are paid correctly in line with contracts of employment.
* To undertake any ad hoc HR projects as required.

## 2. Policy management

* Ensure that the College’s policies are compliant with regulatory requirements as advised by the Department for Education and the Independent Schools Inspectorate (ISI)
* Advise staff and Governors on impact of any legislative changes and actions to be taken by the College
* Assist in the effective communication of policies and procedures to all stakeholders
* Work with the Leadership Team to develop and maintain effective processes for ensuring that these policies are followed in practice, including ensuring appropriate training and development of staff takes place
* Ensure that all policies are reviewed in a timely manner by the appropriate staff or Governors’ committees and any changes are recorded and put into practice
* To effectively maintain records and systems in place for secure storage and management of the College’s policies and regulatory documents.
* Provide practical support and guidance to the Leadership Team in all matters compliance where necessary.
* Support the Clerk to Governor (when required) to support the Governors at the College.

4. Staff Wellbeing

* To work with the Leadership team and contribute pro-actively to the continuation of staff wellbeing initiatives; embedding a context of wellbeing across all departments.
* Be the main point of contact for whole school staff wellbeing strategies
* Plan and execute whole school staff wellbeing initiatives for the College.
* Monitor existing initiatives and provide a rolling schedule of wellbeing events and initiatives for staff.
* Provide the Leadership Team with reports and data to enable informed strategic and operational decisions with regard to staff wellbeing. Including conducting staff surveys and providing one to one support to staff when required.
* Work with the Leadership team to deliver staff wellbeing strategies, continually improve engagement levels and staff retention.

Other

* Support the College’s commitment to safeguarding children and promoting their welfare at a level appropriate to this role
* Contribute to the overall ethos/work/aims of Abbey Gate College
* Participate in training, meetings, and performance development activities as required

Notwithstanding the detail in this job description, in accordance with the College Policies, the job holder will undertake such work as may be determined by the Head or Governors from time to time, up to or at a level consistent with the main responsibilities of the job.

**Skills and Experience – Person Specification**

**Experience**

* Proven track record in HR management and working knowledge of employment law.
* Demonstrated ability to work within high performing teams
* Working within complex regulatory frameworks
* Previous experience of working in an educational setting desirable but not essential
* Evidence of working at a high level of administrative efficiency with accuracy and attention to detail
* Demonstrate a continuous focus on and desire to improve HR ways of working
* Previous experience of implementing or improving a HR database and using it to examine the structure and accuracy of data to drive process improvements is desirable

**Skills**

* Ability to translate complex documents / legislation into clearly-defined actions
* Strong problem-solving skills, and a creative thinker
* Highly self-motivated, able to work with minimal direction
* Delivering results in a timely manner whilst in a busy environment
* Excellent planning and organisational skills, and determining priorities
* Ability to work alone or within a team.
* Ability to deal with staff at all levels on HR issues.
* Excellent written and verbal communication skills, along with strong interpersonal skills and a customer service focus
* Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information.
* High level of proficiency in Microsoft Office suite of programs including Word, Excel, Powerpoint and Outlook

**Personal attributes**

* Positive and friendly.
* Ability to show empathy, compassion and sensitivity.
* Supportive and caring nature.

**Education**

* Educated to degree level (or equivalent)
* CIPD Advanced Level qualification (Level 7) highly desirable, would consider CIPD level 5

**Hours**

Monday to Friday (full time)

Hours of work: 8.30am until 5pm, all year round plus attendance at relevant Governor Committee meetings and other agreed College events which have different finishing times.

This role is initially intended as full-time; however, part-time may be considered, depending on a candidate’s experience and availability, within a context where the needs of the College remain under review and may be flexible.

**Holidays**

25 days holiday plus bank holidays per annum.

**Salary**

The salary for this position will depend upon the qualifications and relevant experience of the successful candidate between £38,000 and £42,000 per annum.

**Child Protection**

Abbey Gate College regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors. An enhanced DBS and barred check will be completed as part of the pre-employment checks.

**Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

**Applications**

Candidates should complete an Abbey Gate College Application Form and submit this together with a letter explaining their interest in and suitability for the post.

The closing date for applications is **12 noon on Monday 24 May 2021.**

The interview process will be explained before interview.

References **may be taken** up prior to interview, please inform your referees.

**Send your application electronically by email to: -** [rebecca.upton@abbeygatecollege.co.uk](mailto:rebecca.upton@abbeygatecollege.co.uk)