



Bexhill Academy

Position:

HR Manager

Salary:

NJC M2/M3 £41418 - £44428

52 Weeks per year

37 Hours per week

Additional recruitment payment available for experienced and suitably qualified candidates



Closing Date: 28th July 2024

Interview Date: TBC – 2 stage interview process

Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an NQT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

We are partnered with **Mulberry Multi Academy Trust in London** (excellent CPD opportunities). We sign staff up to **Benenden Healthcare**. We have two **Wellbeing weeks** per academic year featuring free bookable therapies such as reflexology and Indian head massage as well as daily treats and a goodie bag. There are **staff fitness classes**, a comprehensive **Employee Assistance Programme (EAP)**, **subsidised optician appointments** with a contribution towards glasses, **Cycle to Work Scheme**, **We encourage and support tangible Leadership courses** e.g. NPQ, an extra **2 days added to October half term**.

As you can see there is so much on offer for you at Bexhill Academy, come and join us.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



Dr Craig Neal
Headteacher

Job Advert

Bexhill Academy is looking for a dynamic HR Manager to lead our HR/payroll function and to also ensure that employees and managers receive high quality professional advice on a wide range of matters. We are also looking for someone who can improve the efficiency of our processes by streamlining and digitising them.

This is an exciting time to be part of the Bexhill Academy team, with a newly appointed Headteacher, a clear direction and superb support from Governors driving forward focused improvements.

In return, we can offer an environment where you will gain experience and skills for you to succeed in your role and full training will be provided.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you want to be part of a team that makes a huge difference and you believe in these values, this might be the perfect role for you.

We aim to recruit staff who:

- Recognise that working in schools can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to ultimately supporting our students
- Take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships

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Pre-Application enquiries are encouraged. Please contact Roshan Dias (Operations and Business Director)

roshan.dias@bexhillacademy.org

Please see our [website www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to

academyhr@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

To provide high quality professional advice to managers and employees on a wide range of HR matters and people management issues, including discipline, grievance, absence management etc. Provision of accurate data relating to all personnel matters. Responsible for the monthly processing of payroll.

Post: HR Manager

Accountable to: Operations and Business Director

Salary: NJC M2/M3 £41418 - £44428

Leadership and Management

- Line Manage staff by providing support and challenge
- To project manage the work of the team and ensure timescales are met and also to ensure a degree of flexibility when required

Recruitment

- To manage all recruitment activities and employee lifecycle activities (onboarding, payroll, safer recruitment, induction etc)
- To Assist the Senior Leadership Team in preparation and review of job descriptions
- To carry out all exit interviews for the organisation. Ensure confidentiality and provide anonymous data to the board

Payroll

- Ensure all payroll information is communicated effectively and monitor payroll changes against the pay policy
- Assist the Senior Leadership Team in the smooth implementation of the annual pay award and the timely collection of accurate data for performance related pay
- Working with the Business Manager/Operations and Business Director, check all monthly payroll reports for staff and raise errors or queries where appropriate

Budget Preparation (working with the Business Manager/Operations and Business Director)

- Maintain an accurate full list of staffing costs, expected incremental rises and changes for the academic year, including average teacher costs and departmental costs

Absence Monitoring

- To effectively manage absence including reporting/trend analysis, monthly returns to payroll and preparing data for the Senior Leadership Team.
- Support the Senior Leadership Team with holding sickness absence interviews and following up on agreed actions.
- Provide note taking where appropriate

Occupational Health and Welfare

- Where appropriate arrange the Occupational Health referrals liaising with employees and medical professionals where necessary
- Support staff in obtaining equipment for work based on suitable assessments (DSE etc) and liaise with external associates including OH, Access to Work etc.

Records for internal and external use

- Ensure staffing data on the school MIS is updated and maintained and arrange an annual review of the data
- Support with any internal/external requests for data including Teachers Pension Audits

- Ensure the Single Central Record is up to date and conforms with good practice as agreed with the Senior Leadership Team

Disciplinary / Grievance / Capability Meetings

- Provide Senior Leadership Team with first level support for employee relations
- Liaise with the schools designated HR Consultant for all complex matters and advice
- Co-ordinate meetings as required and provide note taking as appropriate
- Co-ordinate meetings and provide appropriate documentation for any legal cases ensuring all timelines are followed

Systems and Policies

- In conjunction with the Senior Leadership Team and trustees, research, review and revise HR policies in accordance with new or changing legislation
- Proactively seek ways in which processes and systems can be streamlined to ensure prompt and fit for purpose operational service to internal and external customers and drive efficiencies through HR (for example digitising processes)
- Ensure all documentation available to staff is available and up to date

Line Management

Line Management responsibility for one HR Assistant, one Administrative Assistant and one receptionist providing regular and constructive formal and informal feedback on performance, seeking opportunities for development, allocating and supervising work on a daily basis and ensuring agreed standards are met and procedures followed.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Demonstrable HR experience across the employee lifecycle	✓	
CIPD Qualified (Level 5) or equivalent experience	✓	
Ability to introduce digital processes and streamline workloads	✓	
Strong organisational skills to plan and manage own workload with flexibility to adapt to changing demands	✓	
Understanding of the Single Central Record		✓
Experience of working in schools with school data systems		✓
Ability to deal with difficult and sensitive situations in a diplomatic and professional manner	✓	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.



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