



## HUMAN RESOURCES AND ADMINISTRATION MANAGER PERMANENT POST

### **SCHOOL INFORMATION**

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. The current staff is made up of a Principal, 2 Vice Principals, 3 Assistant Principals, 40 full time teachers, 14 part time teachers and 53 non teaching staff. Pupil enrolment is 948. In September 2009, Assumption became a Specialist School for Music with Physical Education.

The school offers a full range of state-of-the-art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption.

The whole staff and community work as one team which embraces the school's "Fully Alive" ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and non-teaching, is expected to be guided by this in all dealings with the pupils.

The fundamental role of a Human Resources Manager is to ensure that everyone is treated equally, fairly and with dignity in their place of work in line with our 'Fully Alive' ethos.

### **JOB DESCRIPTION**

JOB TITLE:	Human Resources and Administration Manager (Permanent Post)
RESPONSIBLE TO:	Principal, Board of Governors and relevant Sub-Committees
GRADE:	Assistant Principal Officer
SALARY SCALE:	NJC Points 37-40 (£48,226-£51,356) NILGOSC Pension Scheme
STATUS:	Full-time position, 8.30 am-4.30 pm Monday-Friday 28 days leave per annum plus 12 statutory bank and public holidays
JOB PURPOSE:	The key purpose of this role is the management, development and maintenance of the school's human resources and administration functions. This involves the effective implementation of HR policies and procedures whilst fostering a culture of continuous improvement. This post will ensure the appropriate compliance with employment legislation.

**The postholder will be a member of the Leadership Team and assume all responsibilities associated with this senior position.**

## **MAIN DUTIES AND RESPONSIBILITIES:**

- To provide HR guidance and support to the Leadership Team and the Board of Governors as and when necessary.
- To develop and implement an integrated vision and strategy for human resources that enables the successful implementation of the School Development Plan and embeds good practice in people management and change management across the school.
- To establish and oversee the maintenance of an effective HR system.
- To line manage all administrative staff and other non teaching staff.
- To offer support and advice to all staff, both teaching and non- teaching, on HR related matters.
- To review and implement HR policies and procedures to ensure compliance with latest employment legislation.
- To provide robust advice and guidance in the interpretation and application of human resource policies and procedures within corporate services and across the school as a whole. Put in place mechanisms to ensure that such policies and procedures are understood by staff and implemented fairly and consistently.
- To assist with staff payroll and pension administration ensuring confidentiality and accuracy.
- To support school compliance with GDPR Regulations in conjunction with the Principal and the Director of Corporate Services aligned to the school's Data Protection arrangement.
- To provide advice and up-to-date information on employment legislation and best practice.
- To provide strategic advice and guidance on the management and resolution of sensitive or difficult employment issues, including issues relating to staff absence, discipline, grievance, poor performance, redundancy and dismissal. Procure professional legal advice and support on human resource issues as and when necessary
- To provide advice on health and well-being and related support as required, including occupational health and relevant support services.
- To advise on and assist in the drawing up and maintenance of job descriptions and personal specifications for non-teaching staff and to support recruitment and selection as required.
- To oversee the administration associated with interviews for all teaching and non teaching staff and ensure it is compliant with school policies and employment law.
- To ensure that letters of appointment, contracts and terms and conditions of employment are issued to each member of the non-teaching staff.

- To support all attendance management procedures and ensuring that attendance management information is accurately maintained and appropriate action taken where necessary in line with including policy.
- To support the planning and provision for staff development and arrange training for non-teaching staff as required.
- To manage, review, develop and implement a fair, robust and consistent methodology for the job evaluation of all posts within corporate services and contribute to the oversight and direction of remuneration policy and practice across the school.
- To manage, review, develop and implement an integrated performance management system for all support staff that allows the school to measure staff performance consistently and promotes the use of personal development planning, keeping up to date records.
- To ensure compliance with all relevant Fair Employment legislation including annual monitoring returns.
- To liaise with external agencies as and when required.
- To liaise with and attend meetings of the HR Sub-Committee as and when required.

The successful applicant will be expected to undertake, as required, any other duties appropriate to the post as may be considered necessary for the proper functioning of the school and any other related duties or responsibilities requested or indicated by the Director of Corporate Services and the Principal from time to time.

All the activities of the Human Resources and Administration Manager are exercised under the direction and authority of the Principal and are subject to the Principal's approval.

*December 2025*

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PERMANENT POST**

**PERSONNEL SPECIFICATION**

**ESSENTIAL CRITERIA**

Qualifications

1. CIPD qualification (Level 5+).

*Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.*

Experience

2. Have a minimum of 2 years' supervisory or management experience, gained in the past 5 years
3. Experience in managing robust HR processes and effective people management strategies including the delivery of organisational change.

Knowledge, skills & abilities

4. Strong and up-to-date knowledge of employment law and best practice HR processes.
5. Excellent planning and time management skills with the ability to manage a diverse and complex workload to meet deadlines.
6. Excellent interpersonal and communication skills, with the ability to influence and engage at all levels with a range of internal and external stakeholders.
7. High attention to detail with strong organisational and problem-solving skills.
8. Demonstrated ability to work collaboratively to support school needs.
9. High level of discretion and confidentiality.
10. Evidence of a commitment to the ethos and values of the school and a willingness to participate fully in school life.

**DESIRABLE CRITERIA**

Experience

1. Experience of working in an educational setting.
2. Experience of working with the requirements of GDPR regulations.

*December 2025*