

Capel Manor College

Head of Human Resources

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Head of Human Resources
Scale	Leadership & Management
Grade	Scale points 41-47
Responsible to	Deputy Principal and COO
Location	Enfield with a requirement to travel to other sites
Contract	Full-time, Permanent

Overview:

As Head of Human Resources, you will lead the College's HR function, ensuring a high-quality, people-centric HR service that supports the College's strategic objectives, legal obligations, and a culture of engagement. You will act as a key business partner to senior leaders, driving people initiatives, employee engagement, and operational excellence in HR. You will ensure HR policies, processes, and systems are effective, data-driven, and continuously improved to foster a positive and high-performing workplace.

Success Measures:

- Efficient recruitment processes with reduced time-to-hire and improved candidate experience.
- Compliance with all regulatory and legal HR requirements (Ofsted, ESFA, employment law, safeguarding).
- Effective implementation of HR projects that support the College's People Plan.
- High levels of satisfaction from staff and managers regarding HR services and business partnering.
- Enhanced staff engagement scores and reduced staff turnover.

Key Responsibilities:

Strategic Leadership

1. Develop and implement the College's People Plan to align HR strategies with College objectives.
2. Act as a strategic HR business partner to the Senior Leadership Team (SLT), providing expert advice on workforce planning, talent management, and organisational development.
3. Lead change management initiatives, including restructures and projects to improve the people proposition.
4. Lead and manage the HR team; motivating, developing, and coaching individuals for a professional delivery of the function.
5. Monitor and analyse HR metrics to drive informed decision-making and improve workforce performance and engagement.

HR Operations & Compliance

6. Oversee all aspects of HR services, ensuring compliance with employment law and FE requirements. Including:
 - Lead recruitment strategies, ensuring a smooth candidate experience, cost-effectiveness, and quality and timely hiring.
 - Oversight of the on-boarding process including the issuing of offer letters, contracts of employment and pre-employment checks, ensuring that all new staff are vetted in accordance with Department for Education guidance.
 - Ensure robust onboarding, induction, and probationary processes to enhance employee retention and performance.
 - Performance management including probationary review, performance appraisals and capability cases.
 - Reward and remuneration, including management and improvement of staff benefits and monthly payroll.

- Manage employee relations matters and casework, including managing disciplinary matters, grievances and acting as a mediator where disputes arise seeking appropriate employment law advice for more complex employee relations matters
- Maintain and improve HR systems, ensuring data integrity, effective reporting, and process automation.
- Oversee payroll processing, ensuring accuracy, efficiency, and compliance with statutory obligations.
- Overall responsibility for the College's Single Central Record, ensuring that this is complete and Ofsted ready at all times.

People Engagement & Development

7. Develop and lead employee engagement strategies, including regular staff surveys and action plans.
8. Drive learning and development initiatives, ensuring staff receive high-quality training and career development opportunities.
9. Organise and oversee whole-college CPD days in collaboration with department heads.
10. Lead on staff wellbeing initiatives, promoting a healthy and supportive work environment.
11. Establish and maintain a culture of recognition, reward, and continuous feedback.
12. Champion equality, diversity, and inclusion (EDI) initiatives, embedding best practices across all HR functions.

Governance & Reporting

13. Provide regular reports to the Governing Body, SLT, and external stakeholders on key HR metrics, workforce trends, and compliance matters. Attend meetings as needed.
14. Ensure policies, procedures, and practices remain current, fit-for-purpose, and legally compliant.
15. Lead HR audits and ensure compliance with Ofsted and other regulatory requirements.
16. Manage HR budgets effectively, ensuring cost-efficient resource allocation.

General Responsibilities

17. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
18. Participate in College programmes of staff appraisal and continuing professional development.
19. Develop effective working relationships internally and with external partners.
20. To operate at all times in line with the College's values and behaviours.
21. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Educated to degree level or equivalent experience
- A minimum of a CIPD Level 5 qualification or equivalent experience
- Evidence of continuous professional development

Experience

- Experience of working at a supervisory/management level within a busy Human Resources Department
- Experience of successfully leading a team of staff
- Experience as an HR generalist covering the entire spectrum of HR activities
- Experience overseeing a large monthly payroll
- Experience maintaining and developing HR systems
- Experience working within the education sector is desirable, but candidates from other sectors will also be considered

Skills, Abilities and Knowledge

- Demonstrable ability to develop positive working relationships with a range of stakeholders
- Leadership skills, with the ability to motivate and line manage a team of staff
- Ability to analyse HR information and produce reports
- Excellent verbal and written communication skills, including presentation skills
- The ability to manage a demanding workload, prioritising and organising to meet changing needs
- Excellent interpersonal skills with good influencing and negotiation skills
- Excellent IT skills and able to utilise IT tools to drive improvements in HR services
- Willingness to work flexibly in terms of hours and locations
- Enthusiastic and resilient
- Effective project management skills

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required