

Priory Farm

Job Description

Title: HR Manager

Responsible to: Heads of Department / GM

Responsible for: Operational Staff

Objectives of the Role:

To look after the day to day needs of the business with regards to the teams working in the various departments of the business. Helping to build a strong team within our rapidly growing business and ensuring that our high staff retention rate is maintained & improved.

Key Responsibilities:

- To organise and post the rotas for the different areas of the business so flexible hours staff know where they are working and when as well as adjustments for seasonal highs & holiday cover while ensuring levels are set to agreed budgets
- Advertise and assist with recruitment, arranging interviews; maintaining personnel records; obtaining temporary staff for seasonal high times
- To organise holiday requests ensuring that no area is short staffed, keeping records of days taken.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job roles.
- To carry out the induction new employees, checking eligibility to work in the UK, young persons risk assessments, relevant qualification certificates
- To understand operational aspects of the business to have a better understanding of requirements
- Document human resources actions by completing forms, reports, logs, and records.
- To collect annual driving licence checks where needed and annual tetanus inoculation checks.
- To help develop and lead a professional development program

- To publish internal updates for staff to have a better understanding of plans and progress in the business.
- To develop staff training & knowledge of the business.
- To assist the management team in any aspect of the business.

Personal skills:

- Have a positive and conscientious attitude towards Customer Service.
- To be approachable and have a cheerful attitude
- To be computer literate
- To input data accurately
- Have the ability to prioritise your own workload
- Willingness to be involved & stuck in with all aspects of the job
- Recent experience within a human resources department at management or supervisory level.

Hours of work:

Full time - Minimum of 39 hours per week

Weekend work occasionally for new staff inductions & seasonal highs

Lunch Break ½ hour – unpaid

Mid morning and mid afternoon ¼ hour - paid

Remuneration and Benefits:

Salaried

Pay reviewed each year

29 days holiday – paid

20% Staff Discount card – after 1 months employment

Staff room with free tea and coffee facilities

Staff Uniform provided

Further Requirements:

- To read and comply with regulations as laid out in the Staff Handbook
- To fulfil all legal responsibilities with regard to the Health and Safety