**JOB DESCRIPTION**

**HR Manager Maternity Cover**

Normal place of work: Any school within the Trust

Responsible to: Executive Business Manager

Responsible for: Dual responsibility for HR Administrator (Elms Bank), Cover/HR Administrator (Elms Bank) and Cover/HR Administrator (Hazel Wood)

Hours of work: 37 hours per week, term time + 15 days

Salary: Grade 9, SCP 18 – 23 (£24,313 to £26,999 per annum)

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**JOB PURPOSE**

* To provide high quality strategic HR support to ensure the Trust makes best possible use of its resources and is able to provide the best outcomes for its pupils.
* To work with the Executive Business Manager to ensure the Trust is complaint with all its legal and statutory duties in HR.
* To assist on all matters relating to HR in all schools in the Trust.
* To have significant input into the design, implementation and updating of HR systems, policies and procedures to ensure compliance in all HR legislation relating to the Trust.
* To be a lead HR professional in the schools, in supporting and delivering high quality services that underpin the teaching and learning across the schools, enabling them to grow
* To lead, co-ordinate and quality assure the work of the HR school-based staff

**KEY RESPONSIBILITIES**

**Human Resources Policy and Procedure**

* Take the lead role in researching, developing and updating a range of HR policies and procedures ensuring statutory and legal compliance
* Develop and implement internal controls, processes and systems ensuring that they are efficient, effective and legally compliant
* Incorporate changes to local and national terms and conditions of employment into contracts and policies, then communicate and provide advice to leaders as appropriate
* Work in partnership with the Executive Leadership Team and Trustees to monitor HR KPI’s and provide targeted solutions, reporting to the Trustees as appropriate
* Continually review and make recommendations on all HR activity within the Trust and identify any areas where HR policy, contractual terms and conditions and / or procedures are not fit for purpose, making recommendations for improvement, ensuring all decisions are communicated appropriately so that any changes can be made across the whole Trust
* Ensure value for money is achieved in the procurement of HR related services and contracts

**HR Systems**

* Take the lead role in the development of Trust HR MIS
* Take the lead role in ensuring internal controls, processes and systems are efficient, effective and compliant
* Manage the maintenance of up to date personnel records providing regular audits for each school
* Provide school workforce census information for all schools within the Trust

**Recruitment, Retention and Leavers**

* Assist in the successful recruitment of vacancies and ensure safer recruitment practices are followed
* Prepare effective recruitment materials including placing of adverts, job descriptions, person specifications, advertisements and information packs for candidates
* Manage the short listing stages of the recruitment and selection process, making key decisions on the suitability of applicants to work with children
* Arrange all appropriate pre-employment statutory requirement documentation including references, DBS, safe guarding checks. Undertake ‘prohibited from teaching’ checks and claim or disown teachers on the DFE secure access portal
* Ensure all contracts of employment and offer letters are produced in accurate and timely manner
* Manage and co-ordinate induction process for all new staff including probationary process and performance management as appropriate
* Manage and co-ordinate the process to ensure all job descriptions are current, reviewed annually and signed off as part of the annual appraisal
* Maintain all continuous professional development requests
* Complete Exit interviews for all leavers, ensuring collection of all school property / items
* Ensure payroll is notified of leavers in timely manner and appropriate letters produced

**Attendance Management**

* Take the lead in Absence Management, producing regular absence management date with analysis for managers
* Provide support to managers on managing absence in a fair and consistent manner arranging meetings and advising on key stages of absence management
* Guide line managers on phased returns and or reasonable adjustment
* Oversee all occupational health and counselling referrals
* Oversee and manage all year round staff annual leave

**Payroll**

* Carry out appropriate checks and first authorisation of monthly payroll
* Be the main point of contact for payroll and pension providers
* Undertake salary assessments for teachers
* Ensure claims for overtime are signed off and processed to ensure they are reflected in the monthly payroll
* Complete AWR declarations
* Manage annual pension scheme audit

**Employee Relations**

* Support organisational change through the review and restructure of teams, if necessary, ensuring that relevant legislation is adhered to
* Be involved in the development of a Trust Wellbeing Agenda
* Advise Managers on the application of employment contract, including working time directive, holiday pay and the rights of casual, fixed term and agency workers
* Where appropriate, scope, develop and be responsible for the harmonisation of terms and conditions, advising of options and associated risks

**Other**

* To work flexibly to meet the changing needs of the Trust
* Comply with all HR data security protocols and ensure that they are applied in context with the relevant legislation
* Carry out monthly audits on school’s Single Central Records
* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Attend events or meetings out of normal working hours as required
* Undertake other tasks as reasonably requested by the Executive Business Manager
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures

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| **Job Description Prepared by:**    K. Bloomfield     | **Signed:**   | **Date:**     |
| **Agreed Correct by Post- Holder:**         | **Signed:**   | **Date:**   |
| **Agreed Correct by CEO of Oak LP:**    E. Parkinson     | **Signed:**   | **Date:**   |

**PERSON SPECIFICATION**

1. **Educational and Training**

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|  | **Criteria** |  | **Essential/****Desirable** | **Evidenced In** |
| 1.1 | CIPD Qualification Level 5 or equivalent  |  | E | Application  |

1. **Relevant Experience**

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| --- | --- | --- | --- |
|  | **Criteria** | **Essential/****Desirable** | **Evidenced In** |
| 2.1 | Worked within either a council or has offered advice to the education sector, a private outsource provider of the education sector or direct employment in the education sector | D | ApplicationInterviewReference  |
| 2.2 | Experience of delivering solution focused advice and guidance based on sound judgement and an understanding of the practical applications of employment law | E | ApplicationInterviewReference  |
| 2.3 | Experience of developing policy and procedure  | D | ApplicationInterviewReference  |
| 2.4 | Experience of interpreting and applying terms and conditions of service and contracts of employment | E | ApplicationInterviewReference  |
| 2.5 | Experience of dealing with complex casework including disciplinary, capability, grievance and attendance | E | ApplicationInterviewReference  |

1. **Knowledge**

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|  | **Criteria** | **Essential/****Desirable** | **Evidenced In** |
| 3.1 | Detailed knowledge of employment legislation and HR best practice | E | Application Interview  |
| 3.2 | Knowledge of safer recruitment process  | E | Application Interview  |
| 3.3 | Awareness of payroll and pensions processes | E | Application Interview  |
| 3.4 | Understanding of General Data Protection Regulations and health and safety obligations, specifically relating to HR area of work | E | Application Interview  |
| 3.5 | Commitment to equality and diversity | E | Application Interview  |

1. **Skills, Abilities and Attributes**

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|  | **Criteria** | **Essential/****Desirable** | **Evidenced In** |
| 4.1 | Effective communication, influencing and persuasion skills to form successful working relationship | E | ApplicationInterviewReference  |
| 4.2 | Ability to engender trust and confidence and demonstrate integrity in the provision of advice on complex issues | E | ApplicationInterviewReference  |
| 4.3 | Adaptable in approach with an ability to juggle conflicting priorities and a demanding workload | E | ApplicationInterviewReference  |
| 4.4 | Good organisational skills / time management | E | ApplicationInterview |
| 4.5 | Conversant in the use of HR systems and Microsoft office software, using Excel to interpret and analyse date to provide workforce planning / management information | E | ApplicationInterview |
| 4.6 | Excellent oral and written communication skills | E | ApplicationInterview |
| 4.7 | Ability to lead on HR projects and initiatives  | E | ApplicationInterview |
| 4.8 | Driving licence  | E | ApplicationInterview |