



Job Description & Person Specification Human Resources Manager

Job Description	
Job Title:	Human Resources Manager
Pay Grade / Scale / Range:	SCP44-47
Benefits & Perks:	Healthcare scheme, TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme
Working hours:	36 hours 40 minutes (Monday to Friday - 8am – 4pm) Full year
Location:	You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Executive Director - Human Resources
Staff responsible for:	Central HR team
Accountable to:	Chief Executive Officer
Probationary period:	26 weeks for new staff to the organisation

New Bridge MAT

Human Resources Manager

Purpose of the post:

To provide a comprehensive centrally based HR advisory and consultancy service that facilitates and enables effective people management and contributes to policy and strategy development.

To manage the day to day centrally based HR operational service across the New Bridge Group and associated organisations including recruitment and transactional services.

To understand the issues and challenges facing leaders / managers both operationally and strategically and support and advise on appropriate solutions

To contribute towards strategic planning of the HR service.

Main tasks

1. To work closely with school leaders and managers to review and implement workforce solutions in order to improve pupil / student / outcomes.
2. To upskill school leaders and managers on workplace processes and procedures including providing training and advice workshops.
3. To manage the day to day centrally based HR service across the New Bridge MAT and associated organisations.
4. To be responsible for the line management of the HR support functions
5. To support the Executive Director - HR with auditing and reviewing the HR function ensuring continual improvement
6. To support the Executive Director - HR with reviewing and amending HR policies and procedures
7. To take a lead role in the smooth running of the HR Management Information System.
8. To provide a professional HR advisory service to school leaders that meets identified needs and supports continual improvement.
9. To be responsible for carrying out HR projects as directed by the Executive Director - HR
10. To provide advice and support regarding conditions of service, employment legislation, absence management, disciplinary, grievance, performance management, recruitment and selection etc.
11. To carry out meetings under the formal HR policies e.g. absence management, disciplinary, grievance policies, ensuring compliance with employment legislation.
12. To manage case work, taking individual cases from initial meetings to formal hearings.
13. To advise governors and Trustees at formal meetings.
14. To lead compliance with the Single Central Register for centrally based staff.

15. To complete DBS risk assessments for any new employee with a criminal disclosure and forward to the Executive Director – HR
16. To provide advice about supply cover staff across the New Bridge Group if required.
17. To support supply cover for Central Service managers as required.
18. To oversee all recruitment activities across the New Bridge Group ensuring legislative compliance.
19. To lead and support the central HR team with designated Transactional duties.
20. To lead on the liaison with payroll services ensuring all new starters / leavers / contractual changes and updates are actioned and communicated to payroll.
21. To provide training to staff on relevant policies and procedures.
22. To lead and support the apprenticeship programme, liaising with training providers and school management
23. To oversee the probation process including auditing quality assurance to ensure that it meets procedural requirements.
24. To provide people data and analyse trends in order to enhance working practices.
25. To liaise with school leaders and the Everyonelearning team regarding succession planning.

Standard Duties

1. To work across the New Bridge MAT and associated organisations if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the Trust.
4. To implement and uphold the policies, procedures and codes of practice of the Trust.
5. To take a pro-active approach to health and safety, working with others in the Trust to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the Trust's training plan, working to continually improve own performance and that of the team/Trust.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Colleagues within the Trust, staff of other education and healthcare settings and visitors

Responsible to: Executive Director - HR

Responsible for: Centrally based HR staff

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	May 2019	Simon Smith	Director of Human Resources
REVIEWED	October 2022	Simon Smith	Executive Director - HR
REVIEWED	April 2024	Simon Smith	Executive Director - HR

PERSON SPECIFICATION

PLEASE NOTE: Governors/Trustees will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Trustees satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	CIPD Level 5 qualification or qualified by experience Literacy and Numeracy skills to fulfil the demands of the role.		AF / I AF / I
Experience	Experience of working in a Human Resources supervisory or management capacity Experience of providing a HR support and advisory service to school leaders or managers Experience of managing recruitment and on-boarding processes Experience of school HR transactional processes Experience of developing and delivering customer focused HR services and solutions, working in close partnership with leaders, managers, trade unions and senior colleagues Experience of acting as a positive change agent, proactively working in partnership with leaders and managers to develop the organisation and workforce Experience of providing advice on school employment terms, conditions, policies and procedures dealing with complex workplace issues	Experience of supporting governors and trustees	AF / I AF / I AF / I AF / I AF / I AF / I

	<p>Experience of HR Management Information Systems</p> <p>Experience of working with trade unions or staff associations / professional associations</p> <p>Experience of providing training and development to staff</p> <p>Experience of developing and writing policies</p> <p>Experience of resolving conflict in a workplace setting</p> <p>Experience of working in and contributing to an effective team as well as working on own initiative</p> <p>Experience of working to tight deadlines</p> <p>Experience of gathering data and producing statistical reports in an informative and concise manner</p> <p>Experience of working with confidential information</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills & Abilities	<p>Able to interpret employment legislation and to respond to changes in employment case law.</p> <p>Interpersonal skills to establish, develop and maintain effective, positive working relationships with different audiences internal and external to the school</p> <p>Spoken communication skills to exchange information with a range of audiences, where the information can sometimes be complicated or of a sensitive nature</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	Written communication skills to compose letters and other documents in a style and format appropriate to the intended audience		AF / I
	Analytical skills to research and investigate information and report back on findings		AF/I
	Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve prioritising own work and that of others if necessary		AF/I
	Ability to work flexibly and switch between competing demands, ensuring work is accurate		AF / I
	Initiative to respond to unexpected problems and working within guidelines to make appropriate decisions using recognised procedures and policies as a guide		AF/I
	Ability to use a range of ICT applications including Excel spreadsheets		AF/I
	The ability to identify problems and develop solutions using own initiative and without close supervision		AF/I
	Ability to deal sensitively and appropriately with confidential personal workplace situations		AF/I
Knowledge and understanding	Knowledge of school conditions of service, employment legislation		AF / I
	Knowledge and understanding of HR policies and procedures		AF / I

	An understanding and commitment to Equality and diversity, Safeguarding and Health and Safety		AF / I
	Understanding of data protection and the need to keep information confidential		AF / I
	Understanding why safeguarding is important when working with children and young people		AF / I
Work circumstances	Commitment to personal development		I
	To be punctual and have regular attendance		I
	The post holder must be willing and able to work flexibly as may be required		I
	To travel and work at any within the New Bridge Group as may be required		I
	Occasional out of hours working		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview