

**JOB DESCRIPTION**

<b>Title of Post:</b>	HR Manager
<b>Post Status:</b>	Permanent
<b>Working Year:</b>	27.5 Hours per Week (Term time plus two weeks)
<b>Salary Scale:</b>	NJC Scale Points 38 – 40 £33,437 to £35,444 (£21,744 to £23,049 pro rata)
<b>Responsible to:</b>	Finance Director
<b>Notice Period:</b>	3 Months

**Key Purpose of the Role**

- (i) To manage the delivery of a compliant, professional and cost effective HR service for the Trust;
- (ii) To ensure that the Trust is operating within a legally robust HR policy and procedural framework, that is fit for purpose;
- (iii) To provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice.

**Key Duties**

- Lead on the provision of support and advice to the Trust on HR related issues as required, including providing professional developmental support to senior and middle leaders and HR administrators in schools within the Trust, in all aspects of HR including the application of Trust policies.
- Lead on HR projects, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.
- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant.
- Develop and ensure the appropriate consistent delivery of HR policy, systems and processes across the Trust, such as recruitment, induction, probation, performance management and sickness absence etc.

- Manage HR MAT documentation including staff contracts, policies and procedures and forms etc. ensuring that they are regularly reviewed, updated and comply with employment legislation and safer recruitment processes.
- Ensure the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across the Trust, giving professional recommendations and implementing action plans to address any inconsistencies in approach.
- Provide HR support for the process of schools joining the Trust.
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust.
- To work closely with the leadership teams in each of the schools within the Trust, providing support and advice on absence management, capability, conduct and probationary reviews.
- Work closely with the payroll provider to the Trust ensuring that a regular HR audit is undertaken.
- To produce regular HR reports for leadership teams, Heads of School, Governors and Trustees.
- To liaise and negotiate with employment agencies for the provision of temporary staff.
- To maintain and update the Trust's staff insurance process.
- In conjunction with the Trust's ICT Manager, to advise on and manage ICT systems supporting the HR function.

#### **Line Management Responsibility**

- Whilst the post holder does not currently have any line management responsibility, the post holder is required to lead on working with the persons responsible for HR administration in each of the schools.
- It is anticipated that the HR service for the Trust will develop over time as the Trust grows which may require the role to expand (increased FTE) as well as an increased centralised HR team, which the post holder will line manage.

#### **Support for the Trust**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection, reporting all concerns to the appropriate person;
- Contribute to the overall ethos/work/aims of the Trust;
- Attend and participate in whole staff meetings as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post.