



Post Title	Head of Human Resources
School / Organisation	Avanti Services Ltd
Location	Harrow
Grade	Grade MG1-3, £47,642 - £68,532 per annum
Hours	Full-time (37.5 hours per week)
Contract Type	Permanent
	Year-round
Reports to	Finance Director
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Head of Human Resources will play a key leadership role in supporting the Central and Senior Leadership Teams of all the schools with the Trust. This role will lead the vision, strategy and provision of an efficient, effective and high-quality professional HR management service capable of meeting all statutory, regulatory and corporate requirements and ensuring alignment with the activity of the organisation. The post also provides direct line management to the central HR team. The Head of Human Resources will have responsibility for building strong teams, developing these roles, and appointing other staff. This person will need to empower staff to fulfil their potential, enabling colleagues to develop and deliver greater levels of support for the schools.

The successful candidate will be an experienced Head of Human Resources with a demonstrable track record of having delivered successful HR operations and strategy, ideally with a significant degree of change, in an organisation of considerable scale and/or complexity.

They will be a dynamic, proactive person capable of inspiring teams, working across functions, and effectively navigating a complex stakeholder landscape. The successful candidate will naturally collaborate and act as a role model for the Trust's values.

RESPONSIBILITIES OF THE JOB

Key Responsibilities

- Act as the Trust's and the Academy's expert HR Lead, delivering a cohesive and effective HR Strategy.
- Work in close partnership with the Finance Director and the Executive Team to deliver the Trust's mission, values and Strategic Plan.
- Ensure that the Trust meets its legal, corporate and statutory responsibilities relating to HR through advice, direction and support to the Board of Trustees and Executive Team.
- Provide professional leadership, support and development to HR staff to increase knowledge, share best practice and ensure that relevant professional standards are met.
- Take a lead role in transforming and strengthening the organisational culture, ensuring that the Trust's ethos, values and approach are upheld.
- Create and own the overall HR change plans, assisting in outlining scope, objectives, deliverables, resource requirements and timelines.
- Manage, develop and implement processes systems to ensure HR information, policies and procedures are properly managed and implemented, and best practice is shared across the team and the wider Trust as required.
- Ensure the Trust and its Schools have robust, effective, safe recruitment, retention and development strategies to secure the best staff talent available to the Trust for its students.



- Provide a full spectrum of professional HR services, including contract management, recruitment, retention and professional development for all Trust employees.
- To be the Safeguarding Lead for the Trust.
- Reporting to the Board of Trustees and its Committees, as and when required, on aspects of operational and strategic HR matters.
- To be the HR lead for Ofsted visits facilitating improvement and progress to demonstrate effectiveness during inspections.

Main Duties

- Directly lead and oversee HR operations and related strategies.
- Establishing and reviewing policies and procedures and developing a Staff Handbook that promotes the Trust's culture and vision.
- Collaborate with the Finance Director, Executive Team and stakeholders in driving organisational vision, operational HR strategy, hiring needs, and employee productivity.
- Ensure effective recruiting, on-boarding, professional development, performance management, and retention.
- Develop Trust-wide recruitment and selection strategies and oversee the implementation of the recruitment module, ensuring policies and procedures are adhered to.
- Develop a talent strategy to identify, attract and recruit the best staff (teaching and support) to work in our Trust and schools.
- Lead and manage HR projects as required.
- Regularly coach, mentor and support senior and high potential colleagues to identify individual strengths and development needs, develop and maintain effective relationships and encourage retention.
- Ensure the HR teams adopt the tightest possible support and administration in relation to employment law; safeguarding, recruitment and equality; attendance, absence management and cover; appraisal and quality assurance; induction, probation and well-being; staff contracts and job descriptions, salaries, and pay progression; and, HR issues and guidance.
- Provide HR expertise at staff disciplinary and grievance meetings, as required.
- Negotiate with staff and their representative (for example, Trades Union) on issues relating to pay and conditions, contracts and redundancy packages
- Ensure the provision of accurate and timely advice and guidance to management at all levels on policies and procedures, pay, terms and conditions and employment legislation.
- Ensure all policies and processes relating to HR are reviewed and updated in accordance with statutory guidance.
- Responsible for formulating, implementing and reviewing all HR-related strategies, policies and procedures.
- Lead on submitting high-quality reports papers for the Executive Team and the Board of Trustees.
- Contribute to effective compliance and governance, including GDPR across all HR tasks and health and safety.
- Oversee and monitor all Schools' Single Central Registers (SCRs) with input from all relevant teams, ensuring completion to required standards.
- Ensure performance management paperwork for teaching and non-teaching staff is collated. Track processes and ensure punctual completion. Provide line managers with relevant training in conducting performance management reviews, setting objectives and giving feedback.
- Build trusted relationships with key partners and stakeholders.
- Maintain manual and computerised confidential HR records, producing analyses of information and reports.
- Establish systems to promote communication within the organisation.
- Review and apply annual pay increases and increments as directed, and implement changes to pay from statutory, national or local pay agreements.
- Lead on redundancy and redeployment process, liaising with the relevant support agencies and supporting staff in preparing skills audits and seeking alternative employment.
- Maintain and monitor the departmental budget, including preparing projected costs as required.
- Maintain the staffing establishment records and support the leadership teams with resource planning.



- Manage, monitor and review the service delivery within each school regarding HR, Recruitment, Payroll and Pensions, providing written reports for the Finance Director.
- Lead for the outsourced payroll contract and monitor and improve service delivery.
- Ensure all administration-related statutory reports and returns, ONS etc., are completed and to the appropriate standards.
- Such other duties may reasonably achieve the job role's objectives and assist the Executive Team in fulfilling its objectives suitable to the postholder's grade, abilities and aptitudes.

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		Essential	Desirable
1.	Accreditation from the Chartered Institute of Personnel and Development (CIPD).	X	
2.	Degree qualification or equivalent in HR or Business-related subject in a relevant discipline.	X	
3.	Extensive experience in an HR role.	X	
4.	Significant experience in a senior management HR role.	X	
5.	Fluent level in both spoken and written English.	X	
6.	Extensive proven experience working within the Education sector, ideally within a Multi-Academy Trust setting.		X
7.	Previous responsibility for managing HR resources with excellent people skills and understanding complex HR issues.	X	
8.	Proven experience in managing HR-related Ofsted inspections.		X
9.	Proven experience in implementing an HR and Payroll system.		X
10.	Proven experience in implementing Job Evaluation schemes.		X
11.	Experience in restructuring, re-deployment and redundancies.	X	
12.	The ability to use MS Office and HRIS software packages competently.	X	
13.	In-depth knowledge of Employment Law.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>