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| **Job Description – MAT HR Manager** |  |

Salary: SFCA Support Staff Pay Spine Point 28-30

Hours:  Full-time, Permanent

Reporting to:Director of Operations

This role is primarily based at the Prior Pursglove College campus in Guisborough, but it is expected that working across the trust sites will be regularly required.

**Main purpose**

The MAT HR Manager will lead the HR functions and services for AET, including:

* Developing the trust’s HR strategy
* Leading recruitment across the trust
* Implementing effective performance management procedures
* Delivering appropriate and effective employee engagement

**Duties and responsibilities**

The duties and responsibilities listed below are indicative of the tasks the MAT HR Manager will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional tasks appropriate to the role as they arise.

**Trust leadership and management**

The MAT HR Manager will be accountable for supporting the strategic development and operation of the trust through the development and implementation of effective HR strategies and services, and for upholding the trust’s vision and values in all aspects of their work.

The MAT HR Manager will:

* Support the CEO in developing the long-term vision and strategy for the trust’s HR services, ensuring they meet the needs of the trust as it grows and develops
* Monitor and review the Trust’s HR strategy, ensuring it meets the school’s long-term needs and goals
* Develop and implement a workforce plan for the trust, including identifying skills gaps and modelling staff deployment options
* Plan and conduct HR surgery visits across all sites within the trust ensuring a regular HR presence is available
* Seek innovative ways to develop the HR functions across the trust and implement a new HR software system that ensures an effective digital HR solution for management of the service.
* Provide advice to trust leaders on all aspects of HR practice, developments and legislation, ensuring the trust adheres to best practice and operates within the law, and co-ordinate appropriate external legal or professional advice where required
* Build HR capacity within the trust, helping trust leaders to develop their knowledge and skills related to managing their staff, including the delivery of in house training sessions
* Contribute to the trust’s strategic planning and risk management exercises, including implementing and monitoring remedial strategies where necessary
* Lead and develop the trust’s HR team, including taking responsibility for the team’s professional development
* Establish and oversee the trust’s HR policies and procedures, including those on pay, performance management, induction, parental leave, sickness absence, whistleblowing, resignation.
* Manage the trust’s use of external HR providers and services, ensuring the quality of the provision is high and the trust receives value for money
* Support the trust’s due diligence exercises for joining schools
* Lead on the trust’s approach to organisational change, such as restructuring, redundancy and TUPE
* Lead on disciplinary and grievance procedures, as necessary
* Horizon scan for legislative changes in relation to employment law
* Develop and oversee the process for resolving HR casework

**Recruitment and induction**

The MAT HR Manager will be responsible for co-ordinating recruitment across the trust, supporting recruitment by individual academies, and for ensuring recruitment priorities align with the trust’s aims.

The MAT HR Manager will:

* Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
* Work with the trust’s leaders to ensure new members of staff have an induction programme appropriate to their role, including NQTs and Early Career teachers
* Ensure safer recruitment procedures are followed

**Performance management, pay, and conditions**

The MAT HR Manager will be accountable for supporting effective pay and performance management processes across the trust, and for ensuring that these align with the trust’s strategic plans and aims.

The MAT HR Manager will:

* Co-ordinate the trust’s professional development programme, working closely with staff across the trust to ensure that needs are prioritised and addressed, and that accurate records of training are kept
* Work with other trust leaders to develop an appropriate benefits and rewards package for each role across the trust
* Oversee the trust’s approach to performance management, making improvements as necessary
* Develop the trust’s pay scales for all roles, ensuring these remain appropriate and support the trust’s efforts to recruit the best possible staff

**Staff engagement and wellbeing**

The MAT HR Manager will be accountable for supporting employee wellbeing and job satisfaction, which aids the trust in its efforts to recruit and retain the best staff.

The MAT HR Manager will:

* Develop, implement and monitor staff wellbeing and engagement programmes, and report on the impact of these to trust leaders as appropriate
* Act as the point of contact for staff questions about HR policies and procedures
* Work with unions and professional associations, maintaining strong and effective relationships that support the trust’s employment approach and responsibilities
* Work with other trust leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate
* Lead and report on staff voice initiatives – such as annual staff survey.

**Safeguarding**

The MAT HR Manager will be accountable for supporting the trust’s work to safeguard its pupils, its staff and the wider community.

The MAT HR Manager will:

* Develop, implement and monitor the trust’s ‘safer recruitment’ procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
* Monitor and review the school’s DBS checking process, ensuring compliance with requirements and efficiency is achieved
* Lead on the trust’s responsibilities for safeguarding, specifically in relation to employee matters
* Lead the trust’s procedures for handling allegations against adults, and liaise with external agencies as required
* Working with the designated safeguarding lead, develop and implement a programme of safeguarding training

Carrying out such similar duties as may be required by the Chief Executive Officer, commensurate with the post.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

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| **Person Specification – MAT HR Manager** |  |

**Essential**

* A minimum of Level 5 CIPD or equivalent HR qualification.
* Good standard of secondary/further education achievement – a minimum of 4 GCSE L2 passes and at least 1 Level 3 qualification.
* Broad based knowledge and understanding of HR/Staff Development/Training issues
* Sound knowledge of employment legislation
* Successful experience in a HR role.
* Experience of handling staffing issues.
* Excellent communication, negotiation and influencing skills.
* Excellent problem-solving skills with the ability to react positively in difficult situations.
* A high level of confidence and integrity together with diplomacy and assertiveness.
* Able to build and maintain good working relationships with people at all levels.
* Able to manage conflicting priorities.
* Able to work under own initiative and flexibly as part of a team.
* Adaptable and highly motivated, with dedication, drive and commitment.
* Able to maintain a professional and confidential approach at all times.
* Excellent spread sheet and/or database skills.
* Have a flexible approach to working hours.

**Desirable**

* An understanding of and interest in the working environment within a wide range of educational establishments.
* Experience of using and developing integrated HR software (the college uses H21 software).