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|  | HR Manager |
| Salary / grade range | SO1 SCP 23 - 25 Salary £27,741 - £29,577 |
| Reports to: | Business Leader With HR professional support from the Trust HR Manager |

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| Purpose of role: You will provide operational HR support across the Academy being the first point of contact on Human Resources (HR) matters, and responding to HR and staffing issues in the Academy. Ensuring that all employees are paid correctly. |

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| **Responsibilities:**HR Policy* Giving advice, and HR matters, policies/terms and conditions to staff and managers, ensuring good practice and compliance in line with policy and legislation;
* Ensuring the most up to date version of Trust HR policies and procedures are being followed;
* Safeguard & promote the welfare of pupils/students through your own actions and effective management of staff resources, implementing policies & procedures, in line with local & national protocols and statutory requirements relating to safeguarding.

Case work* School lead, with guidance from the Trust HR manager, on employee relations case work [grievance, disciplinary, probationary monitoring, absence, capability / performance] which may include organising hearings & case papers, note taking, drafting & issuing letters, (occasionally) advising managers at meetings / hearings;
* Absence – keeping absence records and monitoring against absence indicators; maintaining contact with employees on long term sick, and arranging and holding meetings / occupational health referrals / phased returns;
* Performance management – supporting the school leadership by providing initial advice and guidance on performance management processes and be a reviewer for some of the Business Support Team as appropriate as identified by the BL
* Undertaking risk assessments e.g. stress, pregnancy/maternity, accident records and case work.

Recruitment* Co-ordinating Supporting and leading recruitment processes to “add value” and improve the process. Ensuring equalities (and other) data is recorded appropriately;
* Assisting Managers writing adverts, job descriptions and posting them on relevant sites;
* Recruitment administration up to & including interview day. Participating in interview panels as required;
* Producing offer letters and contracts. Ensuring all pre-employment checks take place. Ensuring adherence to the Trust’s Safer Recruitment policy including the maintenance of the Academy’s Single Central Record*;*
* Supporting leadership to ensure that the induction and on-boarding process for new colleagues is effective.

Other HR activity* Ensuring that timely and accurate payroll information is completed for the payroll agency and resolving any issues for staff or the academy
* Implementing and pay scale point increments;
* Issuing contract variations as appropriate
* Processing annual teacher pay statements
* Issuing and collating exit questionnaires;
* Providing timely and accurate HR information to the Headteacher, Business Leader, Trust HR Manager and Governors as appropriate to enable them to fulfil their responsibilities;.
* Preparing HR related communications to academy staff and governors as appropriate.
* Lead on staff wellbeing and run the Reward and Recognition scheme, under the direction of the HT.

**The person:**Qualifications & Experience (essential unless indicated)* Level 3 (or equivalent) qualification in Personnel or Payroll are desirable e.g. CPP;
* Level 5 (or equivalent) qualifications in Personnel or Payroll are desirable e.g. CIPD;
* The ability to demonstrate an empathy with schools’ issues;
* Relevant HR work experience, including organising recruitment, advising on HR policy, and relevant employee relations case work;
* Up-to-date awareness of HR matters;
* Understanding of employment law and HR good practice;
* The ability to assess implications and minimise risk and take decisions within the responsibilities of the role
* Payroll experience is desirable;
* Experience of working in HR in a school (or other public sector) setting is desirable;
* An understanding of teachers’ and support staff terms & conditions is desirable.

Skills & Personal Qualities* A confident, resilient and self-managing approach to work, able to use initiative and prioritise work to deliver on time and to a high standard;
* Excellent attention to detail;
* Well organised, proactive, and able to prioritise work across a number of different tasks;
* Numerate - to be able to complete payroll effectively;
* Excellent communication skills;
* Literate and in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to an advanced level;
* Flexible and resilient and occasionally attend outside normal working hours;
* A “people person”; able to build strong working relationships with, and influence, others;
* Committed to undertaking continuous professional development;
* Understands, committed to and models the co-operative values;
* Have a solution based approach to problems;
* Be approachable and professional
* Commands respect and trust from all levels of staff.
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This post is subject to an enhanced DBS check.

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.