



**Lord Grey Academy**  
Lord Grey Can



## **HR MANAGER**

**(FIXED TERM UNTIL 31ST JULY 2025)**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





## Advertisement

### **HR MANAGER**

**FIXED TERM**

**Support Staff Role**

**30 hours per week, 40 weeks per annum**

**(38 term time weeks, 5 training days and 5 further days)**

**Flexible on days of the week and times of day**

**Tove Pay Scale Band I (£32,654 - £36,124)**

**Pro rata actual annual salary £23,459**

We require an enthusiastic, energetic and dedicated HR Manager as soon as possible on a fixed term contract to cover absence until 31st July 2025. The successful candidate will manage, support, complement and work with the team members supporting HR. Together with the Principal and the School Business Manager you will work with our staff to recruit the best candidates, support the staff through their employment journey and comply with the Trust policies and employment law.

The successful candidate will be friendly, approachable and able to form excellent working relationships with staff. You will be highly professional, dedicated and well organised. You will be able to balance your workload and that of your team to provide effective and efficient outcomes to meet deadlines. You will have good organisational, ICT and administrative skills.

The successful candidate will provide professional advice and administrative services in relation to all aspects of Human Resource management and procedures, with respect to whole school staffing. To support line managers to ensure consistent application of the TLT policies and people management practices. To assist, as required, with Strategic Project Work as designated by the School Business Manager and Principal. To be aware of relevant regulations, Education Acts and statutory instruments as they affect Human Resources in school.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 26th February 2025. Interviews to be held on Monday 3rd March 2025.

Only successfully short listed candidates will be contacted.

**Join an Academy part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for



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adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*



## **JOB DESCRIPTION**

Role: Human Resources Manager  
Responsible to: School Business Manager, Principal  
Based at: Lord Grey Academy  
Hours: 37 hours per week, 38 term time weeks, plus 5 training days and 3 further weeks  
Grade: I

### **JOB PURPOSE**

To provide professional advice and administrative services in relation to all aspects of Human Resource management and procedures, with respect to whole school staffing. To support line managers to ensure consistent application of the TLT policies and people management practices. To assist, as required, with Strategic Project Work as designated by the School Business Manager and Principal. To be aware of relevant regulations, Education Acts and statutory instruments as they affect Human Resources in school.

### **KEY RESPONSIBILITIES**

- In line with TLT policies, to manage and oversee the
  - Recruitment and Retention processes and procedures
  - Employee Relations
- In conjunction with School business Manager and Finance Manager to ensure an accurate monthly payroll
- To Line Manage staff within the team, in accordance to TLT policies.

### **Recruitment and Retention**

- To be responsible for the preparation and organisation of the recruitment and onboarding processes are in line with “Safer Recruitment” practices, KCSIE and TLT policy. This includes developing job descriptions, preparing advertisements, checking application forms, and advising key staff on the shortlisting, interviewing and selection of candidates process and supporting line managers as required.
- To oversee, and implement onboarding procedures and processes for all staff, with respect to their employment at the school.
- To ensure appropriate checks are in place for all school staff.
- To ensure the Sponsorship licence is maintained as per government guidelines.
- To ensure all HR records and systems are maintained in good order and in accordance with TLT policies.
- Manage and advise on the process for ensuring all probationary reviews are carried out in accordance with the TLT policy.
- To be responsible for the upkeep of reports and documentation e.g. single central register, Staff Census, annual starters and leavers.
- Ensure all appropriate school personnel of changes in personnel or contracts are notified.
- Liaise with Line Managers regarding the Induction programme for New Starters.
- Liaise with Line Managers regarding the staff leavers’ checklist and protocols
- To maintain good relationships with agencies and negotiate best value finders fees.
- Manage and advise on contract changes such as flexible working requests, promotions, change in working hours etc.

### **Employee Relations**

- To provide effective and consistent advice and support to line managers and employees within the school in respect of HR related matters such as employment legislation, terms and conditions, absence management, and other general HR policies and procedures.
- Manage maternity/paternity/parental leave process when required
- Manage the absence management process in line with TLT policy.



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- Liaise with the school's Occupational Health Service and advise the School Business Manager and Principal when an Occupational Health visit might be relevant
- Manage and advise on the requirements for Personal Risk Assessments, on a short term or long term basis.
- Liaise with the HR Services Provider regarding capability, grievance and disciplinary and other HR issues. In Conjunction with relevant school staff, support the process.
- Provide advice on the TLT policies and support Line Managers in their investigations where appropriate.
- Be aware of relevant employment legislation and advise staff appropriately.
- Be aware of legislation relating to maternity/paternity/parental leave and advise staff accordingly.

### Payroll and Data

- Liaise with the School Business Manager & Finance Manager regarding all payroll related issues and ensuring all payroll data is submitted accurately and in accordance with deadlines to the HR systems.
- To ensure accurate monthly payroll information.
- To ensure the HR systems are maintained and accurate in accordance with TLT practices.
- Provide data to the Principal concerning appraisal, threshold in line with the TLT policy.

### Line Management

- Line Manage and oversee the work of the HR Administrator
- Delegate appropriate work.
- Provide training and support.

### HR Generalist

- Liaise, in confidence, with the school's HR Provider
- Liaise with the Union groups recognised by the school
- Maintain a professional and confidential HR customer service for all staff
- Advise and manage on HR matters such as: administration and recruitment, issuing contracts, record keeping, training and development, performance management and professional conduct matters

### Whole school

- To observe all academy policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of the post
- To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy
- To contribute towards the delivery of high-quality education for all students

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Principal or other such authorised person as to allow for the effective running of the academy. This job profile does not form part of your contract of employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_





### Person Specification

PERSON SPECIFICATION			
Human Resources Manager			
CRITERIA		E = Essential D = Desirable	How evidenced
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> <li>A significant knowledgebase of all current and pending employment law legislation, employee relations and recruitment and retention</li> </ul>	E	A I R
TECHNICAL JOB RELATED SKILLS	<ul style="list-style-type: none"> <li>IT literate</li> <li>Effective organisation skills</li> <li>Good telephone manner</li> <li>Ability to communicate effectively, orally and in writing</li> </ul>	E E E E	A I A I R A I A I
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"> <li>Ability to work under pressure and to deadlines when needed</li> <li>Approachable</li> <li>Robust</li> <li>Commitment to quality and continuous improvement</li> <li>Confidentiality</li> <li>Customer orientated</li> <li>Accuracy and attention to detail</li> <li>Team orientated</li> </ul>	E E E E E E E	A I R A I A I R A I R A I R A I A I R
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> <li>Equivalent of 5 GCSEs at Grade C or above</li> </ul>	E	A
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>Commitment to uphold Lord Grey Academy's Equalities policy</li> <li>Commitment to uphold Lord Grey Academy's Safeguarding and Child Protection Policy</li> <li>Commitment to the school and its employees</li> <li>Willingness to be flexible with working hours to respond to school needs</li> </ul>	E E E E	A I A I A I A I