

HR MANAGER

Grade 6, SCP 23 to 27. Full time, full year

Purpose of Post

- To uphold and operationalise the Trust People Strategy, supporting the Headteacher and Senior Managers to attract, develop, retain, engage and support staff.
- To be responsible for an outstanding Human Resources provision to the The Brian Clarke Academy.
- To administer the employment of everyone who works for the school.

Specific Duties

Employee Relations

1. To provide advice and practical support in all aspects of people management including conditions of service, contracts of employment, relevant legislation, flexible working, disciplinary matters, grievances; attendance management and capability. Escalate complex queries as appropriate to People Business Partner/ HR Director.
2. Provide the Headteacher and Finance & Operations Manager with high quality advice and guidance on school HR issues, Trust policies and procedures.
3. Provide advice on family entitlements and processes, undertake maternity risk assessments.
4. To lead or participate in case work as necessary.
5. Convey the Brian Clarke and Cranmer culture through communications with managers, staff and job applicants, through all aspects of the role.
6. Keep abreast of developments in HR legislation and best practice, making recommendations for any changes to the HR Director.
7. Attend and contribute to Trust HR network meetings, work collaboratively with the central team and HR officers in Cranmer schools.

HR MIS Systems

8. Undertake the monthly inputting for the HR MIS system in line with agreed deadlines, review the monthly record of changes and ensure it is authorised by the Headteacher.
9. Regularly review the organisation structure within the MIS to ensure it is up to date.
10. Ensure the Finance & Operations Manager and Trust Payroll team are notified of all payroll decisions.
11. Ensure all staff and managers have appropriate access to the self-service MIS and support users as required.

Administration Management

12. Prepare and issue employment contracts in a timely manner.
13. Prepare and send HR correspondence to staff.
14. Support the maintenance of the Single Central Record, ensuring compliance with best practice and Trust guidelines. Keep abreast of developments.
15. To ensure all job descriptions are in place, maintained and are up-to-date.
16. Monitoring and arranging the training of staff e.g. working at height, curriculum training such as food hygiene, COSHH etc.
17. Prepare maternity pay schedules and use these to check maternity payments each month.
18. Maintain and develop internal e-based HR files and systems in line with the Data Protection Act.
19. Actively support the drive for continuous improvement of HR Admin documentation, procedures, process and workflows to ensure streamlining, efficiency and compliance with legal requirements.

Health and Wellbeing

20. Act as a visible and credible point of contact for staff to help support their health and wellbeing.
21. Signpost / refer staff to the Trust's Employee Assistance Programme / Occupational Health / Menopause support and other support services as required.
22. Ensure the Trust staff sickness absence policy is consistently followed and applied, providing support and HR advice to managers in absence reviews. Undertake all administration for sickness reviews including identifying when review points are met, taking notes, issuing letters and updating records.
23. Maintain accurate records of staff attendance and monitor requests for any other absence.
24. Oversee special leave to ensure entitlements are not exceeded, reporting any issues of concern to the Headteacher.

Recruitment / Onboarding

25. Offer advice and professional support on recruitment and selection, ensuring safer recruitment is achieved.
26. Contribute to recruitment and people strategy initiatives, including making sure the Cranmer Careers website, school and trust social media and other advertising platforms optimise recruitment opportunities.
27. Using the Trust's online recruitment system, work alongside the Head's PA to support the recruitment programme for Brian Clarke vacancies in line with Keeping Children Safe Requirements.
28. Support the pre-employment checking process for new starters ensuring meeting safer recruitment requirements.
29. Ensure all staff complete the new staff induction, update HR files accordingly. Contribute to the ongoing improvement of staff induction processes.
30. Prepare and review job descriptions and person specifications as required for sign off by the Headteacher and HR Director.

31. To undertake all appropriate checks for all volunteers, and ensure they receive the volunteer induction.

Support staff performance management / development.

32. Provide guidance to managers to enable them to undertake effective appraisals.

33. Monitor appraisal completion at Brian Clarke to ensure all support staff have an appraisal.

34. Manage the statutory training requirements for staff at Brian Clarke, ensuring induction, first aid and health and safety training takes place in a timely manner.

35. Support in probation reviews when required and ensure all probation correspondence is sent in a timely manner.

36. Support managers in identifying ad-hoc training needs throughout the year.

Standard Duties

37. Uphold and promote the values and ethos of the school / Trust.

38. Implement and uphold the policies, procedures and codes of practice of the school / Trust. maintaining high standards in personal attendance and punctuality.

39. Understand and promote the importance of inclusion and equality and diversity for all.

40. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.

41. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.

42. Attend and participate in relevant meetings as appropriate.

43. Undertake any other additional duties commensurate with the grade of the post.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. It will be reviewed annually as part of the appraisal process or as appropriate.

HR Manager	Essential / Desirable	Application Interview Test
Qualifications		
Educated to A Level standard or equivalent	E	A
CIPD Level 5 or above (or working towards) although equivalent experience will be considered	E	A
Experience		
Experience of providing generalist HR advice	E	A/I
Experience of undertaking a wide range of HR administration tasks	E	A/I
Experience of working within a school	D	A
Experience of working with trade unions	D	A
Skills and Abilities		
Excellent communication and interpersonal skills with the ability to develop effective working relations with senior managers, HR colleagues and HR service users	E	A/I
Excellent organisational skills with ability to work at pace, multi-task and prioritise	E	A/I/T
IT literate with experience of using Microsoft Office and ability to efficiently learn a complex management information systems	E	A/I/T
High level of accuracy with a strong attention to detail even when under pressure	E	A/I/T
Analytical skills, problem solving using judgement to interpret information & situations	E	A/I/T
Proactive in your approach to improving processes and introducing effective and efficient systems	E	A/I
Tenacity, self-reliance, resourcefulness and the ability to work on own initiative.	E	A/I
To continually improve practice/knowledge through self-evaluation and learning from others	E	A/I
Perceptive and emotionally intelligent	E	A/I
Ability to work well independently and in a team	E	A/I
Knowledge		
Up to date knowledge of employment legislation	E	A/I/T
Understanding why safeguarding is important when working with children and young people	E	A/I

Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Knowledge of data protection / GDPR and importance of confidentiality in a school environment	D	A/I
Personal circumstances		
Able to work flexibly as the workload demands including occasional out of hours working to support school /Trust events	E	A
Support fully and with integrity the ethos of the Trust	E	A/I
A committed and enthusiastic approach to working	E	A / I
Ability to travel between schools using own transport	D	A

A: Application Form I: Interview T: Test

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.