

## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** HR Manager

**Reporting to:** CEO

### Purpose

To lead the HR service for the Skills for Life Trust, ensuring that the Trust are legally compliant across all HR related areas.

To build a strong, resilient, and modern HR team who strive for HR excellence and help the organisation become an employer of choice.

To play a key role in supporting the trust in achieving the business plan and values.

### Key Duties

Ensure that The Skills for Life Trust is operating within a legally robust HR policy and procedural framework that is fit for purpose

Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust and wider school HR/Admin teams, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up-to-date and legally compliant

Implement and maintain a set of legally compliant Trust HR policies, ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements

Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across its academies, giving professional recommendations and implementing action plans to address any inconsistencies of approach

Develop and implement HR policies which support the delivery of the Trust's strategic priorities

Lead on the provision of support and advice to the Trust and school leadership teams on HR related issues as required, including providing professional developmental support to senior and middle leaders, in all aspects of HR including the application of Trust policies

Lead on casework and employee relations and support on behalf of the Trust, liaising with external advisors and trade unions as appropriate, this may include absence management, discipline and grievance, capability, and re-structures.

Lead and oversee the implementation and continuous improvement of HR systems and processes including the HR system, recruitment, performance management and other operational areas

Support in the delivery of the development and implementation of an annual HR plan

Support the CEO, Deputy CEO and other leaders in working constructively with the Joint Consultative Committee

Work in partnership with Trust central staff and Headteachers to develop The Trust as an excellent place to work, able to attract, recruit and retain the best staff

Work to ensure that outstanding HR management and practice becomes embedded within the Trust

Provide ad hoc written and verbal HR reports to the CEO for presentation to the Trust's Board of Directors and its committees as required

Manage HR documentation including staff contracts, policies and procedures, forms etc. ensuring that they are regularly reviewed and updated and compliant with employment legislation and safer recruitment.

Provide HR input into projects and organisational changes including the management of TUPE

Provide HR support for the process of schools joining the Trust and ensure correct record keeping is maintained.

Ensure the Trust is compliant with the requirements of Recruitment, Safer Recruitment and onboarding.

Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust

Oversee statutory returns in relation to HR, liaising with external providers as and when required.

Work alongside the Data Protection Officer as and when required to deal with data protection issues.

Work alongside and support the Central Team in all Health & Safety issues

Lead on all performance management processes for both Teaching and Support staff, ensuring deadlines are met.

Provide guidance and support to the Payroll Officer to ensure the payroll is completed on time and correctly on a monthly basis,

Provide guidance and support on all payroll and pension end of year requirements.

Manage the relationships with all HR stakeholders including outsourced payroll and HR Consultants.

Attend and participate in senior trustee and leadership meetings and present HR achievements as required.

## **Financial Responsibilities**

The post holder will be responsible for the HR and staff training budget.

### **Management Responsibilities**

The post holder will have full line management of all HR staff members, and contribute to the organisations performance management process for all employees.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the CEO in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....  
On behalf of The Skills for Life Trust

Signed..... Date.....  
Employee

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	CIPD Level 5/7 qualification	
<b>Experience</b>	Experience of developing, updating and implementing HR policies and procedures	Experience of working with Trade Unions
	Experience of report writing to a high standard, suitable for presentation at Board level	Knowledge of the Local Government and National Education system
	Experience of liaising with legal advisors and sourcing advice and information	Experience of working within the Education sector
	Extensive experience of working as a HR professional within a challenging environment	
<b>Knowledge</b>	Working knowledge of safer recruitment, DBS checks, right to work and identity checks	Knowledge of payroll procedures including pro-rata salary
<b>Skills</b>	Proven ability to manage projects and tasks with conflicting priorities	
	Proven ability to manage HR service delivery	
	Well-developed interpersonal and communication skills	
	Ability to work in a demanding environment and meet deadlines	
	Well-developed ICT skills	
	Good organisational skills, able to prioritise own workload	
<b>Personal Skills</b>	Ability and willingness to adopt a flexible approach to work	
	Commitment to support the strategic aims of the Trust	
<b>Other</b>	Valid driving licence with use of own vehicle for business purposes, as role may involve travel from school to school.	