Job Description

People and Culture Lead

Post Title:	People and Culture Lead
Base:	Woldgate School (with travel to other Trust schools as required).
Salary:	NJC SCP 21 £32,115 to SCP 25 £35,235 (this will be pro-rota for term time only working)
Line Management:	Headteacher (with the direction of the Trust People and Culture Team)
Contract:	37 Hours per week – Term time only – Plus 10 days

Core Purpose:
- To lead and oversee all aspects of day-to-day administration of personnel tasks carried out within WLP Trust schools, under the direction of the Headteacher (with support from the Trust People and Culture Team).   - To have oversight and management of duties including elements of Schools Administration and personnel, that need to be undertaken in schools, working with People and Culture Team colleagues to ensure that Trust policies and procedures are fully complied with.

Duties & Responsibilities:

Support
- To provide support to colleagues within schools, regarding personnel and wellbeing.
- To support leaders in managing cover for staff absences on a day-to-day basis and to support colleagues upon their return to work.
- To support with administration tasks under the direction of the Headteacher.
- To attend the weekly staff briefing to receive up to date information and when necessary to communicate any relevant updates.
- To attend SLT meetings and any other meeting (as required)

Personnel and Wellbeing
- To oversee the governor recruitment process in school(s)
- To lead on the schools input to the staff recruitment process ensuring this is delivered in a professional and timely manner. This will include working with others in the school and the Trust's People and Estates colleagues to:
  - Confirm approval to recruit and prepare any school level recruitment documentation.
  - Place adverts for vacancies.
  - Arrange shortlisting of candidates for interview.
  - Organise and administering the selection process.
  - Ensure all elements of the process are compliant with Safer Recruitment guidance.
- To undertake pre-employment checks and ensure that updates to Disclosure and Barring Service (DBS) certificates are completed in a timely manner.
- To manage the Single Central Record, overseen by the Headteachers, People and Estates Lead colleagues and Trust.
- To oversee the induction process for new staff in school(s).
- To update core management information systems as required.
- To ensure that the Trust's Personnel and Payroll systems are updated for contract changes, leavers, additional hours and absence.

- To ensure compliance within the school(s) with all Trust personnel policies, supporting department leads and the Headteacher with school level actions, including attendance at work meetings, and any other personnel related meetings/actions, seeking advice from the Trust's People & Culture team, as appropriate.
- To lead on the administration of the performance management process across the school
- Reporting where necessary relevant information to the Local Governing Committee on behalf of the People and Culture team and school.
- To complete the Workforce Census

General
- To manage reception and administration staff.
- To undertake any other reasonable duties on behalf of the Wonder Learning Partnership.
- To ensure that orders are raised using the Trust's finance system in accordance with financial procedures.
- To work collectively with Primary School Operation and Trust Support Managers to ensure consistent support to all Trust schools.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications			
5 GCSEs or equivalent, including English and Maths)	X		A/C
Experience			
Experience of leading, managing and motivating staff and teams within a high-profile organisation, including experience of dealing with recruitment, appraisal and performance matters.	X		A/I
Experience of working in a HR function		X	A/I
Experience of working within schools or similar environments		X	A/I
Experience of using corporate management information systems to input data and produce reports	X		A/I
Experience of using SIMS or other school MI systems		X	A/I
Excellent grammar, writing and graphic design skills, including experience of working with sub-contractors.	X		A/I
Customer-focused; demonstrable experience of embedding a service management culture for the delivery of key IT Services, including Service Desk, Change and Problem management, Incident management and continual service improvement.	X		A/I
Ability to communicate clearly and persuasively and to influence and negotiate where appropriate.	X		A/I
Excellent project management skills and the ability to meet deadlines	X		A/I
Excellent problem-solving skills.	X		A/I
Ability to deal with difficult situations and confidential matters and to provide effective solutions when necessary.	X		A/I
Excellent planning, organisation and prioritisation skills; able to manage and deliver successful projects to time and budget.	X		A/I/R

Experience of procurement and budget management.	X		A/I
Knowledge and Understanding			
A high level of ICT skills using a variety of software packages and MS Office	X		A/I/R
The ability to develop and implement policy and practice which reflects the school's commitment to high achievement	X		A/I/R
To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	X		A/I/R
Knowledge of procurement and budget management processes.		X	A/I
Personal Skills & Attributes			
Able to work constructively as part of the wider Trust team.	X		A/I/R
Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision	X		A/I/R
Good literacy and numeracy skills.	X		A/I/R
Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.	X		A/I/R
Excellent administrative and organisational skills.	X		A/I
Committed to equality of opportunity.	X		A/I
Able to respond to speedy changes in technology and learn and apply new solutions	X		A/I
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

As this is a new role it will be regularly reviewed and amended as re