



**Brighter Futures Learning
Partnership Trust**
APPLICATION INFORMATION

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Job Description

JOB TITLE: Assistant HR Manager for the Brighter Futures Learning Partnership Trust – Based at Trust Headquarters to oversee HR and support a secondary school with recruitment, performance and retention.

BAND: Grade 9, scale points 29-35

RESPONSIBLE TO: Headteacher/Central Trust HR Manager

Core Purpose

The vision is to centralise all HR functions for the Trust. This is a temporary job description and may change according to the needs of the Trust.

You will be leading HR for one of the secondary schools and supporting the Trust HR Manager with general HR policy and procedures across the Trust.

The core purpose of the post is to work closely with the Headteacher, members of SLT and the Trust HR Manager to ensure that the personnel and administrative aspects of school management are highly effective and fully support high quality teaching and learning. It is a diverse role that requires flexibility, along with knowledge and experience in the key areas of personnel and the day-to-day running of a school.

Main duties and responsibilities within the secondary school:

Personnel

- Preparing letters of appointment.
- Maintaining the Single Central Record (as required by Ofsted), a database of all current staff, ensuring DBS clearance and other relevant Safer Recruitment checks have been carried out.
- Assisting and supporting the Headteacher and members of SLT in completing job descriptions for all teaching and associate staff.
- Supporting the Assistant Headteacher with the induction programme for all new employee's, trainee teachers, visitors and work placement students.
- Liaising with and seeking advice from Central Trust on all aspects of human resources.
- Supporting/advising the Headteacher and members of SLT on all personnel issues, including disciplinary issues.
- Maintaining personnel records in SIMS and staff files.
- Inputting new staff details on to SIMS and issuing new staff contracts.
- Arranging all changes to staff contracts.
- Liaising with staff leavers, ensuring that exit interviews take place, and all exit interview paperwork is completed prior to the leave dates.

- Supporting the Headteacher/members of SLT in the administrative aspects of teaching staff appraisal and related staff development.
- Ensuring an effective performance management system is in place for associate staff.
- Training associate staff on the performance management system.
- Training associate staff (line managers) on the induction/probationary system.
- Overseeing performance management reviews and probationary meetings for associate staff – Ensuring all meetings are taking place in a timely fashion, in line with the Trust Induction and Probationary policy.

Health and Wellbeing:

Ensuring the Trust Health and Wellbeing policy is implemented effectively by:

- Keeping accurate records of staff absence.
- Liaising with Central Trust as appropriate on health and wellbeing issues.
- Providing the Headteacher with regular reports and attending meetings to discuss/resolve and personnel issues.
- Alerting the Headteacher when absence has reached short term/long term absence trigger points.
- Contacting staff re: long term absence. Attending meetings, advising senior leaders
- Advising the Headteacher/members of SLT at the welfare and formal attendance meetings in line with Trust policy.
- Taking minutes at formal and informal meetings.
- Making Occupational Health referrals when necessary.
- Alerting line managers to the need for return-to-work meetings.
- Preparing letters and documentation in respect of formal meetings and appeals.
- Arranging and minuting appeals, advising the Headteacher and members of SLT accordingly.

Compliance with Statutory Requirements:

Support the Trust HR Manager, Headteachers and Senior Leaders in ensuring that the schools comply with statutory requirements in the following areas:

- Equality policies.
- HR policies – responsible for notifying staff of any new policies, or policy updates and updating Headteacher and staffroom HR Policy files.

The Assistant HR Manager will support the Trust HR Manager with the following responsibilities:

Recruitment and induction:

- Supporting with the advertisement of vacancies, for both internal and external candidates, including working with external partners to publicise available roles.
- Working with the Headteacher's/Senior Leaders to support candidate shortlisting and selection, providing relevant advice as necessary.
- Following the Trust's procedures for conducting pre-employment checks.
- Working with the Trust HR Manager, Headteachers and Senior Leaders to ensure new members of staff have an induction programme appropriate to their role.

General HR Procedures:

- Collating information in preparation for Trust Board meetings.
- Supporting with paperwork and procedures for disciplinary, capability and grievance cases.
- Supporting with statutory HR returns and publications e.g. school workforce census.
- Supporting with organisational change, such as restructuring, redundancy and TUPE as directed by Central Trust.
- Supporting with advice to Trust leaders on all aspects of HR practice, developments, and legislation, ensuring the Trust adheres to best practice and operates within the law.
- Contributing towards the build of HR capacity within the Trust, helping Trust leaders to develop their knowledge and skills related to managing their staff.
- Collating workforce statistics, including KPIs.
- Adhering to the Trust's HR policies and procedures, including those on pay, performance management, induction, parental leave, managing attendance and welfare, whistleblowing, paternity/maternity/adoption leave.
- Supporting the annual review of contracts to ensure they are fit for purpose and in line with any statutory employment changes.
- Supporting with the paperwork and procedures for disciplinary, capability and grievance cases Trust wide.
- Supporting the update of HR documents for the Trust, e.g. the Trust staff handbook.
- Partaking in and supporting with the delivery of HR CPD to ensure leaders understand and can effectively implement all HR policy.
- Supporting the Trust HR Manager with quality assurance processes to ensure the effective implementation of policy.

Performance management, pay, and conditions.

The Assistant HR Manager will support effective pay and performance management processes, to ensure alignment with the Trust's strategic plans and aims by:

- Supporting the Trust's professional development programmes, working closely with the Trust HR Manager to ensure that needs are prioritised and addressed, and that accurate records of training are kept.
- Supporting the Trust's approach to a robust performance management programme.
- Liaising with the Trust HR Manager/Trust CFO on Trust's payroll operations to ensure payroll and recruitment processes are fully aligned.

Employee engagement and wellbeing

The Assistant HR Manager will be responsible for supporting employee wellbeing and job satisfaction, which aids the Trust in its efforts to recruit and retain the best staff by:

- Working with the Trust HR Manager to develop, implement and monitor staff wellbeing and engagement programmes Trust wide.
- Supporting staff questions about HR policies and procedures.
- Supporting consultations with staff on job satisfaction and helping to implement changes or improvements where appropriate.

Safeguarding

The Assistant HR Manager will be responsible for supporting the Trust's work to safeguard its students/pupils, its staff and the wider community by:

- Following the Trust's safer recruitment procedures, including compliance with Disclosure and Barring Service (DBS) checks and training requirements.
- Understanding the Trust's single central record, ensuring compliance with requirements.
- Complying with the Trust's responsibilities for safeguarding, specifically in relation to employee matters.
- Following the Trust's procedures for handling allegations against adults and liaising with Central Trust as required.
- Completing safeguarding training and following Trust procedures.

General accountabilities:

The Assistant HR Manager will comply with:

- Ensuring that the output and quality of work is to a high standard and complies with current legislation/standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate. The role is also engaged in regulated activity and will therefore require a children's barred list check.



Person Specification

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BAND: 9, scale points 29-35

<i>Experience</i>	Essential	Desirable
<ul style="list-style-type: none"> • Recent experience of human resources work • Recent experience of working in an office environment • Experience of computerised systems including Microsoft office • Previous experience of working in a school • Experience of line management of staff 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<i>Qualifications</i>		
<ul style="list-style-type: none"> ➤ Relevant HR Qualification (CIPD Level 5) ➤ Literate ➤ Numerate ➤ GCSE (A-C, including maths and English) or equivalent 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<i>Knowledge and Skills</i>		
<ul style="list-style-type: none"> ➤ Knowledge of current HR legislation ➤ Excellent written and verbal communication skills ➤ Ability to prioritise work effectively ➤ Ability to critically evaluate information ➤ Ability to work flexibly to meet deadlines and respond to unplanned situations ➤ Ability to respond positively to and actively support Senior Management within the school/Trust ➤ Ability to work as part of a team ➤ Experience in the line management of staff ➤ Prepared to take part in training and other chances to develop knowledge, skills and understanding ➤ Understands issues relating to the safeguarding and welfare of children. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<i>Personal Qualities</i>		
<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ Excellent organisational skills ➤ Flexible, approachable and adaptable ➤ Unflappable in pressurised situations ➤ Pro-active ➤ Ability to use initiative ➤ Problem-solver 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

➤ Used to working to deadlines	✓	
➤ Leads by example with integrity and resilience	✓	
➤ Demonstrates a capacity for sustained hard work with energy and enthusiasm	✓	
➤ Able to Demonstrates resilience	✓	
➤ Able to maintain confidentiality in all circumstances	✓	
➤ Proactive approach to work, being responsive, empathetic and supportive to all within the school/Trust	✓	
➤ Able to establish effective working relationships	✓	
➤ Ability to understand the importance of physical and emotional wellbeing of staff and pupils		

How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at brighterfutureslpt.com. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9am on Monday 4th November 2024. Please apply to vacancies@brighterfutureslpt.com

Interviews will be held week commencing Monday 4th November 2024.

*Please note that if you have not been contacted by Tuesday 5th November 2024, you have not been shortlisted for interview.

Good luck with your application.