

TRUST HR LEAD JOB DESCRIPTION

INTRODUCTION	
Status:	Permanent (subject to six-month probationary period)
Location:	Gatley Primary School, however regular travel between Trust schools is expected.
Job Overview:	This role ensures the delivery of a high-quality, compliant and efficient HR service across the Trust. You will ensure legal and regulatory HR compliance, assisting all staff to ensure operational efficiency across all Trust settings. You will work closely with the Chief Finance & Operating Officer (CFOO), Trust Business Lead and Trust Finance Manager, whilst also liaising with our external HR & Legal service, where required.
Line Management:	Reporting to – CFOO Responsible for – at present no line management responsibility, however this may change in line with future growth of the Trust
Liaising with:	CEO, the central Trust Team, School Headteachers and Senior Leadership Teams.
Working time:	37 hours per week All year round Flexible working with core hours, and hybrid work options available
Salary /Grade:	Leadership Equivalent – L3 (£54,394) to L7 (£60,145)
Disclosure Level	Enhanced
Main Duties and Responsibilities	
<p>Strategic Leadership and Planning</p> <ul style="list-style-type: none"> • Provide professional, efficient, confidential and proactive guidance and support to Trust and School Leaders in areas including disciplinary matters, grievance, absence management, restructuring, redundancies and change management that comply with HR policies and procedures, alongside the Trust HR/Legal SLA, where required • Produce quality work that meets deadlines and is accurate and professionally presented • Lead and manage the Trust's HR systems, ensuring structures and employee records are maintained in line with expectations • Lead, manage and develop further the internal suite of HR letters and template documents. You will be required to deliver training to staff in relation to HR matters • Assist the CFOO and other Executives in developing the Trust People Strategy • Lead and manage the delivery of the legal and regulatory HR compliance and reporting including; Gender Pay Gap Report, Facilities Time Report, Apprenticeship Report, Employment Contracts, Single Central Records and School Workforce Census • Lead, manage and evaluate internal and external staff surveys and reporting as required, establishing and delivering relevant actions and the delivery of same to Trustees • Contribute to the Trust's risk register for HR related matters <p>Recruitment</p> <ul style="list-style-type: none"> • Oversee the recruitment, selection and induction processes for all settings within the Trust • Promote and develop the use of EPM to ensure efficient and consistent working practices across the Trust • Develop and assist in producing core recruitment information packs for each setting that are consistent across the Trust 	

- Monitor trends across the Trust including exit interview data, turnover and equality metrics
- Ensure diversity and inclusion is reflected in all recruitment practices
- Ensure consistency of staff onboarding across all settings
- Manage the submission of new or revised job descriptions for job evaluation purposes

HR Operations and Infrastructure

- Issue all staff contracts centrally for all Trust staff
- Manage centrally the HR / recruitment system including updating templates and pay scales when appropriate
- Anticipate future needs, identifying proactive solutions
- Ensure all documentation complies with the latest safer recruitment requirements
- Identify and record continuous service
- Work with our Employee Assistance Programme and Occupational Health provider, feeding into the Trust Wellbeing group where required
- Monitor staff absence levels across the Trust, providing reports to Central Team, Headteachers, Trustees and LGB's
- Support in the internal and external audit process in providing information requested by the auditors in a timely manner
- Promote and develop the use of HR/Payroll systems to ensure efficient and consistent working practices across the Trust

Safeguarding

- Support safeguarding practices across the Trust through the use of effective HR systems, including safer recruitment and safeguarding checks

Other Responsibilities

- Stay current with HR legal frameworks and trends
- Act as a role model for professional standards and ethical behaviour in HR practice
- Participate in working groups and contribute to policy development
- Promote and embody the Trust's values and vision
- Undertake other duties consistent with the nature and scope of the role

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

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.