



Job Description

Trust HR Manager



Trust HR Manager

Salary: LTB1 (£30,756 - £33,136)
Location: Laurus Trust HQ, Cheadle Hulme High School
Start Date: As soon as possible
Hours: 37 hours per week, full year

Purpose of the post:

- To develop and deliver a responsive, effective, professional and compliant HR service which is fully embedded across the Trust.
- Ensure that the Trust is operating within a legally robust HR policy and procedural framework, that is fit for purpose.
- To provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice.

Responsible to: Chief Financial Officer

Responsible for: Trust HR and Payroll Team

MAIN DUTIES:

- To lead and inspire the HR & Payroll team to provide an outstanding service to all Schools within the Trust working with relevant staff at each ensuring that they understand and work within the HR framework that is set up by the post holder.
- To lead on the provision of support and advice to the Trust on day to day HR related issues as required, including providing HR support to senior and middle leaders and administrators in schools, in all aspects of HR and Payroll including the application of Trust policies.
- To continue to develop the HR & Payroll Information System to ensure it is efficient and effective and delivers a robust, reliable method of paying staff, generating statutory returns and reports and provides meaningful information about the deployment of the Trust's staff.
- Work to ensure that outstanding HR management and practice becomes embedded within the Trust.
- To lead on casework, restructures and employee relations on behalf of the Trust, liaising with HR legal advisors and trade unions as appropriate.

- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant.
- Develop and ensure the appropriate consistent delivery of HR and Payroll policies, processes across the Trust, such as recruitment, contracts, induction, probation, performance management and sickness absence etc.
- Manage HR documentation including staff contracts, policies and procedures and forms etc. ensuring that they are regularly reviewed and updated and compliant with employment legislation and safer recruitment etc.
- Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across the Trust, giving professional recommendations and implementing action plans to address any inconsistencies of approach.
- Provide HR support for the process of schools joining the Trust.
- Develop and implement an annual plan for HR in line with the Trust's strategic aims.
- Produce a regular HR data dashboard for the Trust and provide written and verbal HR reports to the CEO, the Trust's Board of Directors and its committees as required.
- Oversee statutory returns in relation to HR e.g. School Workforce Census
- Ensure that HR & Payroll record keeping including the Single Central Record is accurate and compliant across the Trust.
- Lead on the management of the Apprenticeship Levy.

GENERAL:

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.
- To work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Person Specification

Attributes	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> • Experience of working in an HR Manager/Advisor role • Experience of successfully managing staff • Experience of managing HR service delivery and delivering successful outcomes • Experience of developing, updating and implementing a range of HR policies and procedures • Experience of managing and delivering organisational change e.g. supporting restructures • Experience of managing projects and tasks with conflicting priorities and timescales • Experience of implementing process improvements and process re-engineering • Experience of interpreting complex regulations and legislation 	<ul style="list-style-type: none"> • Experience of working in an educational setting or Multi-Academy Trust • Experience of working with Trade Unions • Experience of Payroll processing and producing pension reports • Experience of interpreting education related regulations and legislation
Education and training	<ul style="list-style-type: none"> • CIPD qualification, or working towards CIPD qualification or equivalent • Evidence of commitment to own continuous professional development 	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Knowledge	<ul style="list-style-type: none"> • Knowledge of and ability to interpret complex regulations and legislation • Knowledge of the Local Government and Teaching terms and conditions of employment • Working knowledge of safer recruitment and the Disclosure and Barring Service • Working knowledge of payroll and pension (both Teachers Pension and LGPS) 	
Skills	<ul style="list-style-type: none"> • Ability to work as a business partner to senior and line managers • Excellent IT skills, specifically Microsoft packages • Confident and effective decision maker • Excellent planning and organisation skills • Excellent interpersonal and communication skills 	

	<ul style="list-style-type: none"> • Ability to work as an individual and as part of a team • Ability to work under pressure and meet deadlines • Attention to detail • Must have a car and willing to use it for work purposes as and when required • Committed to equality and diversity. 	
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