

Job Description and Person Specification

Post Title	Head of Human Resources
Salary ISR	35 – 39 (£30,785- £34,538 fte)
Purpose	To ensure the efficient operations of the Human Resources functions supporting the Executive Finance Director. To provide a professional, efficient and effective HR administration and advice service across the GFM in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.
Reporting to	Executive Finance Director
Line Management	HR
Working Time	37 hours per week/52 weeks per year

Key Responsibilities

1. Provide a professional, efficient, confidential and proactive HR support service across the GFM.
2. Produce quality work that meets deadlines and is accurate and professionally presented
3. Advise and support staff on HR matters, ensuring compliance with HR policies and procedures and seeking further advice from the EFD or external HR Consultant as required.
4. Deliver excellent customer service at every opportunity
5. Providing support to the CE, EFD and all Senior Leadership Teams regarding all aspects of HR management within the GFM.
6. Line management responsibilities for the HR Manager and HR and Payroll Officer and any other member of staff as per the HR staffing structure (subject to change).
7. Executing the generic duties of a Middle Leader.

Specific Areas of Responsibility

Middle-Leadership Role

- Build a culture of continuous improvement in all operational areas, ensuring succession planning is in place at all levels.
- Ensure the GFM makes the best possible use of all resources through effective planning.
- Promote and safeguard the welfare of pupils/students.

HR Management and Compliance

- To provide a dedicated HR advisory service supporting, advising and assisting Senior Leaders in dealing with HR issues including recruitment and selection, terms and conditions of employment, absence, health issues, conduct and capability, grievance matters, organisational change/restructure and a range of employment law and employee relations issues.
- Maintain and manage, with the HR Manager (Support) the Single Central Register in line with current guidance.
- Ensure recruitment and selection processes are managed in line with Safer recruitment and regulatory requirements.
- Ensure a rolling programme of DBS renewals is in place for all staff. Manage the DBS application process for new employees.
- Manage the issuing of offer letters, contract variation letters and organise contracts as required.
- Support induction programmes for all staff
- Monitor Fixed Term Contracts for Teaching Staff and Visa Compliance
- Ensure any changes to role, hours or pay follow the agreed approval process and are processed as per the agreed procedure

- Co-ordinate the annual Performance/Audit process for Teaching Staff and present outcomes to the Salaries Committee
- Maintain Personnel records and author and maintain a comprehensive staff skills matrix to inform and support timetabling and Senior Leadership Teams with resource planning
- Provide advice to staff regarding HR issues
- Provide HR support at formal HR meetings, including drafting letters and attending meetings as note taker.
- Liaise with employee representatives in relation to employment matters
- Manage the exit interview process, including conducting exit interviews as required
- Develop statistical data in order to: minimise detrimental impact on learners and outcomes, improve value for money, staff retention and staff wellbeing
- Maintain a log of HR Policies and procedures and ensure policies requiring review are drafted in line with current best practice and statutory requirements.
- Ensure the management of absence procedures are followed and where absence indicators require additional action to follow up appropriately
- Maintain absence records for internal and payroll purposes, oversee the quality control of this information
- Make referrals of staff to occupational health as required and oversee the coordination of any reasonable adjustments as may be recommended
- Support the HR requirements for Support Staff as required
- Such other duties as may be reasonably allocated by the EFD or CE.

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Brune Park School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification	Head of HR
	<i>Essential/Desirable</i>
Full or part-qualified CIPD, degree in Human Resources or equivalent	<i>E</i>
Experience of working in an education setting	<i>D</i>
General HR Experience, with an up to date working knowledge of employment law and good HR practice	<i>E</i>
Experience of handling difficult situations and conversations successfully	<i>E</i>
Evidence of further Professional Development	<i>D</i>
Experience of staff line-management	<i>D</i>
Be able to demonstrate a high degree of discretion, tact and confidentiality at all times	<i>E</i>
High level of IT competence, literary and numeracy skills	<i>E</i>
Be able to demonstrate a high degree of compassion, sensitivity and emotional intelligence	<i>E</i>
Strong interpersonal skills with the ability to communicate clearly and confidently.	<i>E</i>
Good level of competence in Excel and Word	<i>E</i>
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	<i>E</i>
Experience of leading change and supporting teams through periods of transition	<i>E</i>
Capacity to work under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Good management skills and ability to inspire and challenge colleagues at all levels	<i>E</i>
Commitment to staff's and own personal development	<i>E</i>
Flexible in terms of working patterns and evolution to the role	<i>E</i>
Team-player, personable and approachable,	<i>E</i>
An ability to ensure issues are kept proportionate and retain a sense of humour when possible	<i>E</i>
Driving licence and own transport	<i>E</i>