



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS



Education, training, skills and employment services on one campus to raise standards in education for ALL

HR Manager

Thank you for expressing an interest in becoming a HR Manager.



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HR Manager

Salary: £30,324 – £38,299

[Salary may be negotiable depending on qualifications, skills and experience]

Full-Time/ 52 weeks

Generous Pension Scheme

Required: ASAP

Closing Date: 2 March 2018

Beacon Multi-Academy Trust comprises of five provisions located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusion, prudence and successful outcomes and care for all. Our student body is approximately 3300 students, 450 staff and by 2019 will exceed 3500 students.

We are seeking to appoint a proactive and responsible HR Manager. The successful candidate will have a degree and must hold a recognised HR qualification [CIPD]

The successful applicant will:

- Have experience of managing an HR function and team
- Have extensive Knowledge of setting up and managing HR Systems and Processes
- Have varied and sustained HR generalist experience
- Be able to use their own initiative and have an excellent eye for detail
- An excellent communicator with excellent interpersonal skills
- Be able to work in a busy HR environment with changing priorities

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

You will be subject to an enhanced DBS (Disclosure & Barring Service) check.

Please send a completed application form available on our website

www.bealhighschool.co.uk to beasuccess@bealhighschool.co.uk

Please note we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

HR MANAGER: ROLE PROFILE

Level of role – Tier 3
Purpose of role
<ul style="list-style-type: none"> To provide an effective and efficient HR service for the efficient conduct of the Beacon Multi Academy Trust.
General duties and responsibilities
<p>Key Responsibilities/Accountabilities:</p> <ul style="list-style-type: none"> To manage the HR function and team; To formulate and implement robust HR processes and systems; Lead and manage on the successful achievement of team plans by organising and prioritising workloads, undertaking assigned cases or projects, processing work efficiently and reporting on the progress until completion; To manage activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development and contractual changes (employment contracts, letters, probationary reviews, fixed term contracts) and leavers Set up systems and processes so as to ensure that information and data for the monthly payroll is accurate; Completion of safeguarding checks: <ul style="list-style-type: none"> References DBS checks Qualification checks, right to work in the UK Manage the preparation of the School Workforce Census To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation Manage, maintain and update the HR system and provide reports as required To ensure HR policies and procedures are up to date Drafting reports and briefings for managers, participating in meetings with colleagues and external parties To act as a first point of contact for line managers on all employee relations (ER) matters, providing specialist advice and solutions in line with current legislation; this will include but not be limited to disciplinary, grievances, investigations, capability and restructures Develop the capacity of our line managers to manage ER problems locally and effectively, developing management styles to foster positive working relationships with employees, minimising the occurrence of line management issues and fostering a positive climate for ER Coach and develop managers to be competent and consistent in their execution of the People and Engagement policies and procedures, encouraging problems to be dealt with informally and as soon as possible, rather than allowing situations to escalate To understand the nature of this role and to ensure confidentiality

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change over time and requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
1. Chartered member of the CIPD or equivalent	E	A/I/R
2. Level 2 Qualification at grade C or above in English, Maths and Science	E	A/I/R
3. HRM degree	D	A/I/R
4. Proven experience of managing an HR team through a period of change, transformation and growth. Line management experience, with the ability to nurture and mentor a direct report	E	A/I
5. An understanding of the key responsibilities of operational HR staff, Employment Law and HR best practice	E	A/I
6. Experience of using, developing and implementing HR systems and procedures. A forensic eye for detail and accuracy of data	E	A/I
7. A good understanding of the HR function and duties of a school/academy	D	A/I/R
8. Demonstrable experience of managing high level relationships and proven experience of dealing with senior stakeholders effectively	E	A/I
9. Strong organisational skills and attention to detail; a team player, but with the ability to work under own initiative to deliver to tight deadlines	E	A/I/R
10. The ability to absorb information readily and speedily and work under pressure	E	A/I/R
11. Excellent IT skills with strong expertise in Word applications such as Excel ; proficient in the use of IT packages and HR/Education Databases.2 March	E	A/I/R
12. A comprehensive understanding of processes and procedures; ability to adapt to change and service improvements	E	A/I/R
13. A good understanding of the need for confidentiality and secure HR systems.	E	I
14. Commitment to and understanding of equal opportunities	E	A/I/R

and safeguarding		
15. Flexibility as the role may require working between Academies within the Trust	E	I
The Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.		