

JOB DESCRIPTION

Job Title:	Director of Human Resources
Band and Point Range:	Band 5 – full range
Hours and Weeks:	37hpw/41 working weeks incorporating term time, inset days plus 10 days during academy closure periods.
Responsible to:	The Principal
Liaison with:	All staff, Trustees and relevant external agencies
Job Purpose:	To lead the academy's HR requirements including: contracts, personnel records, administration of personnel schemes, recruitment administration (including safer recruitment practices, pre-employment checks and overseeing the academy's Single Central Record), staff induction, probation, support staff performance management and the administration of disciplinary procedures as well as manage and oversee daily staffing matters.
Main Duties:	<p>Routine – To provide sound and creative professional advice to the Principal, Vice Principals, Trustees and all staff on all matters relating to HR</p> <ul style="list-style-type: none">• Provide advice and guidance on employment related queries for all staff, including employment law, maternity/paternity leave entitlement and general enquiries• Oversee and monitor sickness absence/leave of absence arrangements and return to work interviews• Liaise with Occupational Health about individual cases as appropriate and discuss adjustments with the relevant SLT member <p>Recruitment - To ensure the appropriate systems and support are in place to ensure the highest standards for job design, recruitment and selection are maintained at Plume Academy</p> <ul style="list-style-type: none">• Oversee interview cycle, adverts, shortlisting and interviews• Monitor safer recruitment practices for all staff, volunteers and Trustees• To maintain the academy's confidential Single Central Record ensuring it meets the required OFSTED standard• Ensure initial offer letters/contract documents for employees are prepared and updated within the required timescales• Oversee induction training for support staff and assist as appropriate with the induction of teaching colleagues <p>Payroll – To support the Director of Finance and Estates in ensuring the monthly payroll and support with HR budgets are used to provide a cost effective and efficient service.</p> <ul style="list-style-type: none">• Implement payroll decisions• Implement changes to pay from statutory, national or local pay

agreements

- Review and apply annual pay rises and increments as directed by the Principal and after full agreement from Trustees Pay Review Committee
- To deal with all areas of HR Payroll compliance relating to statutory returns in respect of Pensions/Tax/School's Workforce Census and any other returns that are required

Employee Relations – Manage strategically all aspects of difficult and complex employee relations casework in such areas as disciplinary, grievance, dispute resolution, harassment investigations, absence management etc. ensuring compliance with the academy's fully ratified policies and procedures.

- To support the Principal in ensuring the academy retains a lawful approach, in relation to all current HR legislation
- Assist with any change management situations that arise in the academy, including but not limited to restructure, redundancies and TUPE

Policies – To support the Principal and Board of Trustees in overseeing the development and periodic review of employment policies and procedures, which underpin and enhance the organisation, including:

- Recruitment
- Capability
- Sickness Absence Management
- Grievance
- Staff Code of Conduct
- Disciplinary & Dismissal
- Redundancy and Restructuring
- Pre-employment Checks
- Probation
- Time off in Lieu
- Support Staff Performance Management
- Equality & Diversity
- Pay
- Flexible Working
- Social Media
- Career Breaks
- Exceptional Leave

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the role, related skills and grade.

Plume Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and Trustees to share this commitment.

PERSON SPECIFICATION - DIRECTOR OF HUMAN RESOURCES

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	CIPD qualified Successful experience of HR/Payroll in education environment
	Knowledge of relevant policies and procedures	Excellent working knowledge of general school policies and procedures
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to undertake complex calculations
	Technology	Ability to use word, Excel, SIMS and support others in the use of such systems
Communication	Written	Ability to complete detailed and complex reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively
	Negotiating	Ability to consult with colleagues and third parties in an effective way
	Behaviour management	Good understanding and implement the academy's behaviour management policy
Working with others	Relationships	Ability to establish rapport and respectful and trusting relationships with all levels of staff and outside third parties
	Team work	Ability to work effectively with other adults in the academy Ability to work independently is essential
	Information	Ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
Responsibilities	Line Management	Ability to lead and motivate a team in a positive and successful way Ability to build a successful team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to support the Principal in terms of ensuring best practice in relation to all HR matters
	Equalities	Demonstrate a full commitment to equal opportunities
	General	Health & Safety
	Child Protection	A thorough understanding of safeguarding policies and procedures
	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.