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## Job Description

<b>Job Title:</b>	<b>Head of HR</b>
<b>Grade:</b>	<b>PO5 - PO6</b>
<b>Hours:</b>	All Year round FTE 0.6
<b>Line Manager:</b>	CEO & Executive Headteacher
<b>Team membership:</b>	Central Team
<b>Supervisory Responsibility:</b>	HR Officer, Cover Administrators
<b>Functional Relationships:</b>	
● <b>Internal:</b>	CEO & Executive Headteacher, Heads of Schools, Director of Finance, Head of Operations, Senior Leadership Teams, Central Services Team, administrative staff,
● <b>External:</b>	Local stakeholders including schools, Legal and HR advisors,
<b>Home School:</b>	<b>MAT Central Team</b>

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## Main purpose of the post (up to 3)

- Ensure that all schools in the Trust receive excellent, efficient, and effective HR support; that Trust and School leaders receive excellent advice; and that employment laws, equalities laws that affect our employees, and Trust policies are followed.
- Create and implement a recruitment and retention strategy for the Trust with the goal of attracting, fostering, and keeping exceptional employees in all positions and ensure continued adherence to the safer recruitment policies and practices of the Trust
- Liaise with our external HR provider in more complex cases to ensure that all aspects of HR are delivered in accordance with the legislative framework.

## Outcomes

- The trust is compliant in policy and practice and staff are well supported
- Staff retention and recruitment is effective, inclusive and celebrates and nourishes talent
- Case loads are well supported and managed in accordance with the legislative framework.

## **Specific Responsibilities and tasks**

### **The trust is compliant in policy and practice and staff are well supported**

- To be influential in the development of the HR strategy.
- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
- Provide support, coaching and training to school leaders on people management and implications of policy and strategy.
- To take the operational lead across the core HR function.
- To lead the development of the HR strategy to facilitate strategic direction.
- To actively ensure implementation of HR policies across the Trust
- To ensure staff training records are up to date and compliant
- To ensure staff files are up to date and compliant

### **Staff retention and recruitment is effective, inclusive and celebrates and nourishes talent**

- Establish and maintain an efficient and effective HR communications strategy.
- Manage and evaluate the effectiveness of external support including HR and legal provision and Occupational Health services.
- Develop and maintain HR policies, systems and procedures.
- Develop a talent management strategy
- Develop a marketing strategy
- Contribute to the leadership of staff wellbeing
- Ensure appraisal, CPD and training are offered, tracked and evaluated to enable staff to develop and flourish
- Contribute to the recruitment and retention strategy and administration of this area
- Manage and evaluate the appraisal process.
- Ensure all HR-related statutory reports and returns, including workforce census and single central register are completed.
- Direct HR staff to ensure the delivery of an effective, efficient and economic HR function.
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.
- Develop and actively promote social inclusion and equity and diversity initiatives.
- Maintain confidentiality of HR information and records at all times.
- Contribute to the staff development and wellbeing strategy
- To work with the Cover Administrators to ensure supply staffing is well co-ordinated across the trust and represents value for money

### **Liaise with our external HR provider in more complex cases to ensure that all aspects of HR are delivered in accordance with the legislative framework.**

- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
- Inform and advise the Executive Team on personnel matters in order to identify trends and facilitate strategic decision-making.

- Research specific HR topics relevant to organisational change within education, submitting written contributions to the CEO when requested.
- Remain up to date with pension fund changes in order to advise and coach Trust and school leaders and HR staff across the organisation.
- Review and advise amendments to HR-related policy and procedure in line with The Trust's annual cycle.
- Attend, and lead where required, HR-related meetings and forums.
- Take responsibility for employee relations and case management in relation to sickness absence, disciplinary issues and capability processes.
- Lead on the HR elements relating to redundancy consultations and restructures.
- Contribute to the due diligence and project management process for academies wishing to join the Trust for any HR aspects including TUPE consultations and change management exercises

### **General Responsibilities**

- To support in the delivery of the Trust's provision across the Trust's schools as directed by CEO/ Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the CEO/Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and CEO/Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act and General Data Protection Regulation ( May 2018)

### **Equal Opportunities**

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

## **Safeguarding Children**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

## **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed June 2024