

## JOB DESCRIPTION

**Job Title:** HR Manager  
**Location:** Mayfield School  
**Hours:** 36.5 hours per week, all year round  
**Salary:** Grade 4 SCP23 – 31 £32,076 - £39,186  
**Reports to:** Executive Headteacher

### **1.0 JOB PURPOSE**

- 1.1 To provide an efficient and professional HR Support Service to the School.
- 1.2 Supporting the leadership team in relation to enhancing personal development and wellbeing.
- 1.3 Support the HR team at Mayfield to ensure that staff attendance levels are at a sufficiently high level to support the development of the establishments.
- 1.4 Conduct Return to Work interviews and lead and implement Managing Attendance Procedures.
- 1.5 Maintain the Single Central Record and ensure that it is accurate and compliant with statutory requirements and best practice.
- 1.6 To manage recruitment campaigns.
- 1.7 Provide flexible support to other EIAT establishments and contribute in a collaborative way to the HR functions of the Trust.
- 1.8 To fulfil a line management role for designated non-classroom-based staff.

### **2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 Deployment of some staff including arranging cover for some absences
- 2.2 Liaise with agencies and support staff to ensure suitable cover arrangements are in place and best value is achieved.
- 2.3 Work with the SLT's to develop a workforce plan and monitor turnover.
- 2.4 Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the development of establishments.
- 2.5 Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications, managing reference requests, and organising interview arrangements.
- 2.6 Preparation and presentation of all papers in relation to grievances and discipline cases
- 2.7 Ensure we have relevant policies in place for staff and that they are distributed accordingly.
- 2.8 Liaise with Employer Relations and the Trust HR Manager for advice as required.
- 2.9 Preparation of all documents in relation to employees' employment for establishments, the LA and EIAT. Manage post-employment checks and procedures and ensure that employment contracts are arranged and distributed.
- 2.10 Manage DBS checks within legal guidelines.
- 2.11 Manage maternity leave and risk assessment.
- 2.12 Communicate with the Unions with regard to employee issues.
- 2.13 Resolve any pay queries.
- 2.14 Manage Occupational Health Requests
- 2.15 Monitoring of annual reviews of performance for some staff
- 2.16 Development of training plan for designated employees and delivery of that plan

- 2.17 Work with the Assistant Headteacher to organise training onsite.
- 2.18 Undertake staff inductions on the organisational aspects of the establishments.
- 2.19 Monitor probationary periods for all new staff and make recommendations for future employment.
- 2.20 Identify talents and skills amongst staff and play a key part in succession planning for the future.
- 2.21 Provide reports in relation to recruitment/turnover, absences, and cover costs for SLT's and Governing Bodies.
- 2.22 Contribute to SLT and Governing Body meetings as required.
- 2.23 Provide SLT's and Governing Bodies with different types of data as requested.
- 2.24 Support the appropriate staff who are also required to manage staffing issues.
- 2.25 Support the SLT's as required.

### **3.0 OTHER**

- 3.1 To promote the agreed vision and aims of the School and Trust.
- 3.2 To undertake appropriate professional development including adhering to the principles of performance management.
- 3.3 To set an example of personal integrity and professionalism.
- 3.4 Attendance at appropriate staff meetings.
- 3.5 To work collaboratively with other Trust HR Managers to achieve best practice.
- 3.6 Any other duties as commensurate within the grade to ensure the smooth running of the School/Trust.

### **4.0 SAFEGUARDING**

- 4.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety
- 4.3 To adhere to the ethos of the School and Academy Trust

### **5.0 SUPERVISION RECEIVED**

- 5.1 Level of Supervision - Left to work with established guidelines subject to scrutiny by the Executive Headteacher.
- 5.2 Plan own work to ensure the meeting of defined objectives.

### **6.0 SUPERVISION GIVEN**

- 6.1 Other support staff as required.

## PERSON SPECIFICATION

<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy, numeracy, and IT skills</li> <li>• CIPD qualifications desirable</li> <li>• Evidence of commitment to CPD throughout career</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant HR experience in a workplace</li> <li>• Knowledge of relevant HR legislation and an ability to keep pace with changes.</li> <li>• Understanding of the complexity of HR challenges and a range of strategies to improve situations.</li> <li>• Understanding of the complexity of working in an educational environment and the challenges that it poses.</li> <li>• Experience of balancing competing priorities so that the focus remains on the most important issues.</li> <li>• A willingness to be a pragmatic 'in house expert' in the area of HR and providing advice and support to staff.</li> <li>• Experience of a range of challenging situations with successful outcomes.</li> <li>• Experience of effectively working in teams and of working collaboratively with a range of people.</li> <li>• Familiarity of Managing Attendance processes and procedures (preferably in academies)</li> </ul>
<b>Skills &amp; Ability</b>	<ul style="list-style-type: none"> <li>• Excellent relationships with students, staff, and families</li> <li>• Very high levels of emotional intelligence</li> <li>• High levels of empathy and a commitment to social justice</li> <li>• Excellent ability to read situations, 'take the temperature' and act accordingly.</li> <li>• Reflective, self-aware and ability to acknowledge when things do not work out and act to improve for the future.</li> <li>• Able to articulate approaches with clarity.</li> <li>• Effective use of own time and consideration of the impact of your work on the time of others.</li> <li>• Ability to maintain confidentiality.</li> <li>• Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.</li> <li>• Excellent skills in planning and strategic management of resources.</li> <li>• Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.</li> <li>• Personal resilience and capacity to work under pressure to meet deadlines and organisational priorities.</li> <li>• Good leadership skills and ability to inspire and support colleagues to strive to improve.</li> <li>• Flexible in terms of working patterns and evolution of the role.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to travel between sites.</li> </ul>