

Chingford Academies Trust

JOB DESCRIPTION

Title of Post:	Trust Human Resources Manager
Grade/Pay Range:	PO4
Hours:	36 hours per week x 52.14 weeks per year or 48 weeks per year
Responsible to:	Chief Executive Officer
Responsible for:	HR Assistant
Key Contracts:	Internal – Staff and Pupils External – Parents Trustees, Governors, Agencies and Contractors

Purpose of the job

To lead, standardise and ultimately centralise the Trust's operational HR activities and processes alongside development of policies and the strategic management of personnel as the Trust grows.

To support the whole school through the effective management and delivery of the Human Resources function to the Chief Executive and to all staff including senior management.

Relationship building, supporting employees directly, coordinating, planning and executing HR activities

To deliver effective and efficient support, maintaining the agreed standards of service, to the students, staff and parents who make up the school community, creating and promoting an image of the trust which is in accordance with its ethos and values.

Main Duties and Responsibilities

Operational and Compliance

To take the lead in the development of the HR service across the Trust, such as recruitment (including direct support for these areas in relation to the central Trust team) and the delivery of the HR function at all sites and locations within the Trust.

To develop and oversee processes for managing general HR matters regarding:

- Recruitment – to manage the interview process for safe recruitment ensuring effective communication with candidates throughout the process
- Absence monitoring and record keeping - return to work interviews, initial occupational health interviews and working to reduce the impact of long term

absence in line with school policy.

To manage the implementation and usage of the Trust's HR management system (itrent and SIMS) for record keeping, developing and maintaining robust information workflows and processes.

To oversee continued compliance with all safer recruitment requirements checks (DBS, List 99; S128; Identity checks etc) during the recruitment and on-boarding processes and as well as periodically thereafter.

To work in conjunction with the Business and Finance Director and ensure:

- all staffing appointments and conditions of service are communicated effectively to Payroll and recorded on the HR system.
- ensure that everyone has been paid correctly.
- necessary forms and relevant paperwork for starters, leavers and variations to contract are completed in a timely manner
- maintain records of statutory leave and pay such as maternity, paternity and statutory sick pay.

To support the management and implementation of the Trust's annual performance appraisal.

To manage the operation of the Trust's visa sponsorship licence for employing individuals from overseas.

To support and advise Trust leaders on dealing with relevant HR issues.

To prepare and submit the annual workforce census.

To ensure that the trust is legally HR compliant and in line with the Single Central Record requirements for OFSTED, and lead on this aspect of the role during OFSTED inspections.

Effective line management of the HR Assistant and the work of HR representative at each site including ensuring performance appraisals are carried out in accordance with Trust policy.

Policy and Process Development

To take the lead in developing and periodically reviewing and revising the Trust's suite of HR policies, ensuring that policies are ready for presentation to Trustees at the point of review.

To produce and maintain template letters, contracts of employment and other written communications for use across the Trust and in keeping with Trust policy and branding.

To keep up to date with developments in employment legislation and human resource best practice.

Strategic HR

On behalf of the CEO, to work alongside the Trust Data Manager to produce reports, management information and analysis on a range of workforce indicators and KPIs to inform strategic decision making and reporting to Trustees.

To develop and implement appropriate strategies in relation to employee recruitment; development; succession planning and retention

To support the Chief Executive Officer at relevant committee meetings on invitation to present management information to Trustees and Governors
Undertake HR projects, as required and directed by the Chief Executive Officer.

Employee Relations

To ensure employment law is followed throughout the Trust and provide HR advice to members of the senior leadership teams across the Trust (seeking more detailed guidance from the Trust's external specialist advisors as necessary).

To proactively support the management of Employee Relations casework including Discipline, Grievance, Capability/Performance, Absence Management and organisational restructuring (including TUPE transfers and/or redundancies).

General

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. To carry out additional duties as directed by the CEO and commensurate with the post.

Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

To be committed to, and comply with, all Trust policies.

To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all Trust Policy and Practice relating to Health and Safety at Work.

To participate in appraisals annually in line with Trust policy.

To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.

To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education.' The academies in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their academy (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust documentation and on websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and academies within the Trust.

Name of post holder

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Signature Date

Trust HR Manager Person Specification

Knowledge and experience	Essential	Desirable
Relevant HR generalist experience at a senior level	✓	
Experience of managing staff recruitment processes	✓	
Experience of successfully leading on complex employee relations cases	✓	
Evidence of successful management and leadership of diverse teams	✓	
Experience of successful working, consultation and negotiation with Trade Union representatives	✓	
Experience of working with a range of internal and external partners at all levels to achieve organisational aims	✓	
Experience of managing and working in an organisation operating across multiple sites		✓
Experience of successful change management, including TUPE	✓	
Experience of using HR database Itrent		✓
Experience of HR within an educational setting		✓
Qualifications	Essential	Desirable
CIPD level 7 (or equivalent) qualification		✓
Membership of CIPD	✓	
Skills and personal qualities	Essential	Desirable
Excellent written and verbal communication skills, with the ability to relate to a wide range of audiences	✓	
Working knowledge of employment law	✓	
Familiarity with educational HR systems		✓
Strong presentation skills (verbal and written)	✓	
The ability to work strategically and to seek and implement creative solutions	✓	
Strong skills in analysis, risk management and impact evaluation with the ability to review and improve practice continuously	✓	
Excellent leadership skills with the ability to inspire colleagues, peers and teams	✓	
Self-motivated and a can-do attitude	✓	
Excellent interpersonal and communication skills	✓	
Professional, confident and approachable	✓	
Able to work independently as well as being an effective team member	✓	

Reliable and punctual	✓	
Excellent attention to detail with a high level of accuracy	✓	
Effective report presentation and recording skills	✓	
Ability to analyse, interpret and present data	✓	
Ability to work under pressure and to deadlines	✓	
Commitment to own and team learning and development	✓	
Maintain a high level of confidentiality and discretion at all times	✓	
Other requirements	Essential	Desirable
To promote and actively support the trust's responsibilities towards safeguarding	✓	
To undergo an enhanced DBS check	✓	
To abide by and promote our Equal Opportunities and related policies	✓	
Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility.	✓	
The ability to travel in a cost and time effective manner to the trust sites and external meetings as required	✓	