TRINITY ACADEMY

Ref: BS03

HR Manager – Job Description

Job Title: HR Manager

Reports to: Business Manager

Salary: Salary to be negotiated according to the post holder's qualifications, strengths and experiences.

Hours of work: Normal hours of work are 37 hours per week and align with the Academy day, as follows:
8am to 5pm on Mondays to Wednesdays;
8am to 4pm on Thursdays;
8am to 3pm on Fridays.

Type of post: Permanent, full time, 52 weeks per annum. Term time only may be considered. 30 days holiday (to be taken outside term time) plus 8 bank holidays.

Overall Job Purpose

To contribute to the aim of establishing Trinity Academy as one of the best schools in South London, ensuring that all pupils achieve to their full potential, by providing a high quality and effective HR service to the Board of Trustees and Academy staff. To contribute to the safeguarding and wellbeing of all pupils.

Key Purposes of role

To be responsible for all HR processes and procedures throughout the Academy including safer recruitment, selection, induction, compliance, absence management, performance management and training; ensuring that all elements of HR management operate smoothly and effectively.

To provide legal advice to the Executive Principal/CEO and Business Manager on any employment regulation updates, HR processes or staffing issues.

To understand and ensure full implementation of Academy policies and procedures in particular relating to child protection, health and safety, safeguarding and safer recruitment.

To establish priorities and work without direct supervision on all routine matters.

<u>Accountabilities – Specific</u>

Recruitment, Selection and Induction

- Ensure the delivery of a first class recruitment service and to be the front face of Trinity Academy recruitment campaigns, forming effective relationships with all candidates, both paid and voluntary, and stakeholders.

- Administer all recruitment processes, including preparation of all recruitment materials, drafting and placing adverts, receiving and registering all applications, responding to queries, setting up and administering assessment centres.

- Ensure that the HR service complies with safer recruitment practice and manage all pre-employment checks.

- Prepare offer of employment letters and contracts.

- Collate and evaluate equal opportunities monitoring forms, in line with the Academy's Recruitment, Selection and Appointment Policy.

- Arrange pre-employment and familiarisation meetings.

- Ensure that all pre-employment checks and relevant documents are completed in a timely manner.

- Plan, coordinate and contribute to induction programmes for all newly appointed staff, including volunteers, and support line managers in the induction process.

- Administer the probation process.

HR Database and Reporting

- To ensure timely and accurate maintenance of the Single Central Register.

- Timely and accurate maintenance of HR databases, including inputting starters and leavers, contractual amendments, changes of details, annual leave, sickness absence and other leave, in line with Employment Law and the Data Protection Act 2018.

- Ensure that personnel files, both electronic and hard copies, are kept up to date and "inspection ready".

- Ensure that all records are held safely, in line with the Academy's Data Protection Act, and that confidentiality is maintained at all times.

- Ensure that Volunteer Letters of Agreement are reviewed and updated, in line with the Academy's Volunteer Policy.

- Provide reports from the HR database as required by the Business Manager and/or Executive Principal/CEO.

- To support the Business Manager in compiling census returns.

HR Compliance

- Responsible for ensuring that the Academy is fully compliant with, and that all staff are aware of, relevant policies and regulations.

- Follow safer recruitment practices.

- Ensure compliance with all HR policies.
- Keep up-to-date with relevant HR legislation, Employment Law and DfE regulations and guidance.
- Responsible for ensuring the Single Central Register (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers
- Responsible for ensuring that all staff have the necessary training at induction, INSET and throughout the year to comply with statutory requirements for Academy employees.
- Responsible for ensuring that all HR systems and procedures manage, process and retain personal data in accordance with relevant data protection legislation, including GDPR.

Advice and Guidance

- Provision of advice to staff regarding Employee Relations matters, referring to the Executive Principal/CEO when appropriate.
- Provide HR support at formal meetings, including drafting invite letters and taking notes of meetings.
- Assist with investigations, including providing advice when necessary.
- Ensure staff compliance with all employee related policies and procedures.
- Provide timely and accurate advice to the Executive Principal/CEO and Principal on HR matters, including relevant legislation and good practice guidelines e.g. DfE, ACAS.

Learning and Development

- Support the administration of staff development, including booking courses, liaising with providers, arranging in-house events and logging all CPD.
- Support the Senior Leadership Team with the annual appraisal cycle, record completed appraisals and the production of an annual training needs analysis.

Employee relations

- To establish and maintain appropriate communication and consultation channels to enhance the commitment of employees and resolve conflict at work.
- Support the implementation and review of the Academy's Employee Wellbeing Policy.
- Develop and implement an exit interview process.

Absence Management

- Manage staff absences, including:
  - Ensure that all procedures are correctly followed.
  - Conduct return to work interviews.
  - Maintain relevant records.
  - Track staff absences and take action, when required.

- Make referrals to Occupational Health, as required.

- Manage arrangements for the provision of reasonable adjustments, as required.

Policies and Procedures

- Support the Executive Principal/CEO in the production, maintenance and review of all Academy Policies and Procedures.

- Ensure annual distribution of updated Policies and Procedures to all staff.

- Ensure staff compliance with Academy Policies and Procedures, including the Employee Code of Conduct.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.

- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.

- Maintain confidentiality in relation to all work undertaken.

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.

- To comply with the Academy's Code of Conduct.

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

- Undertake any necessary professional development.

- Carry out such duties as may be reasonably assigned by the Executive Principal/CEO.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Headteacher.

HR Manager – Person Specification

A. Qualifications

	Essential	Desirable
Bachelor's Degree or equivalent in HR Management		X
Qualification in Business Administration / Management		X
GCSEs (grades A-C) in English and Maths	X	
CIPD qualified, level 5 or above		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Proven substantive experience of working in an HR environment.	X	
Ability to manage intense periods of recruitment & selection, including running assessment centres.	X	
Experience of working in a school.		X
Competent in the use of Microsoft Office packages, including Excel.	X	
Experienced in the use of Management Information Systems / databases.	X	
Excellent written and verbal communication skills.	X	

Experience of taking minutes of meetings.		X
Experience of handling difficult situations and conversations successfully.	X	
Good numeracy skills.	X	
Excellent organisational and time management skills.	X	
Experience of working as a team member.		X
Ability to work without supervision.	X	
Able to be resilient and work under pressure.	X	
Ability to relate well to children and adults.	X	
Ability to influence, persuade and motivate others.	X	

C. Knowledge & Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being.	X	
Awareness of Employment Law and good HR practice.	X	
An understanding of the principles underpinning recruitment assessment centres.	X	
Understanding and knowledge of legislation and good practice in relation to Data Protection, Equal Opportunities and confidentiality.	X	
Knowledge of relevant Academy policies / codes of practice.		X
To understand and be able to deliver the vision of the Academy.	X	
To understand and promote the Academy's ethos and values.	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	

Values diversity and promotes equal opportunities	**X**	
Commitment to own CPD	**X**	
Determination, resilience and drive	**X**	
Enthusiasm, creativity and initiative	**X**	
Entrepreneurial approach	**X**	
Excellent record of attendance and punctuality	**X**	