

Cambridge Meridian Academies Trust
Core Trust HR Manager
JOB DESCRIPTION



Scale:	Grade 10
Hours:	37 hours per week
Weeks:	52 weeks
Accountable to:	Trust Head of HR
Responsible to:	Trust Head of HR
Location:	Sawtry but with regular travel across Cambridgeshire, Peterborough and Northamptonshire

JOB PURPOSE:

Responsible for the HR team providing expert Human Resources (HR) advice, support and problem resolution for specified schools within CMAT and general HR support across the Trust. To provide an internal professional consultancy and advice service to schools, whilst also to work in partnership with CMAT external HR providers to ensure a seamless and professional HR service to CMAT.

Ensure due diligence is given to current and future employment relations legislation and other key areas such as Single equality act.

Management of core HR team that will provide a service across the Trust that represents value for money, reduces risk and responds quickly to HR issues to prevent escalation. Identify development and CPD needs to ensure that the HR team build the skills and knowledge required.

Provide excellent customer service to our schools and Core Trust and ensure this is embedded within the core team.

To support the Head of HR on specific project work.

SPECIFIC RESPONSIBILITIES:

HR Responsibilities

General

To take ownership of own portfolio of schools as allocated by the Head of HR in terms of providing all aspects of ER consultancy and resolution. To ensure that all schools within the trust are provided with the same high level of advice and support by the wider HR team.

To ensure that pragmatic solutions are considered and risk identified, with advice from the Head of HR and our external partners.

With the HR Team ensure that efficient processes are in place for:

- TUPE processes, including due diligence.
- Restructures, redundancy and redeployment.
- Disciplinary and grievance.
- Capability.

- Absence management.
- Performance Management.
- Advise and support Principals and Head Teachers in meetings / hearings in connection with casework identified above or to support the Head of HR ensuring high levels of accuracy at all times.
- Advice and support to Core Trust, Principals, Senior Managers and HR staff in regards to informal / formal procedures, correct paperwork to use and ensure that policies are applied consistently, working in liaison with CMAT HR partners.
- Embedded ER practice ensuring that advice given complies with employment practice, employment legislation and statutory education legislation and Terms and Conditions.
- Engage with Trade Unions as and when required to reach mutual position.

Team responsibility

- Ensure that the HR team has the skills necessary to deliver the high level of service required.
- Ensure that the team are aware of their individual and team responsibilities
- Ensure that the HR processes relevant for the core team are efficient and effective – use of VLE, MY HR, Teams, reference library for best practice and resources.
- Ensure that team members are given opportunity to discuss cases and share best practice – reflective practice
- Review existing processes for more streamlined way of working
- Supervise the completion of MIS information as required.
- Ensure work tasks are allocated appropriately across the team
- To contribute to and ensure that all processes undertaken by schools supported by the internal team, are legally compliant, easy to use and regularly reviewed.
- Work together to ensure that guidance documents are up to date and user friendly
- Ensure that there is an audit trail of changes made noting author and checker
- To regularly check template letters for use by schools and ensure audit trail and version control are in place.
- Ensure that information is maintained on the core team shared drive and is kept in line with GDPR.
- Work with HR colleagues to ensure that the office is adequately covered on a day to day basis.
- Work with HR colleagues to ensure that there is availability of HR team during school close downs to meet Senior Leadership requirements
- Make a positive contribution to the team ethics working towards shared success.

Specific

- Build and maintain good working relationships with all school and trust leaders
- Build and maintain good working relationships with internal teams / colleagues in Finance, IT and Estates.

- Interpret key HR policies in order to advise managers on appropriate action in disciplinary, grievance, sickness, performance, change and other employee relations issues.
- To support the Head of HR in reviewing and creating new HR policy documents and guidance in accordance with best HR practice and current legislation.
- To support the Head of HR and Senior leaders, sometimes taking the lead, in restructures and reorganisations across the Trust. Ensuring policy and legislation is applied fairly and consistently and liaise with relevant trade unions. To advise managers (internal and external) on the implementation and consultation arrangements and statutory requirements for redundancy and redeployment in line with current legislation.
- To write complex formal documentation to support case work, or support managers in the drafting of formal documentation as appropriate.
- To support with gathering information for Employment Tribunals, as required. To ensure liaison with our legal advisors is professional and timely.
- Working with the team, ensure that following a TUPE transfer, new schools are welcomed and supported in adopting CMAT HR processes
- Ensure new members of school HR are supported in their roles.
- Review absence levels and discuss actions with Principals of identified schools and provide general support across the trust. Particularly at informal levels. Ensuring that schools are aware of their responsibilities in line with the single equality act 2010. Advise on complex cases, making referrals to OH and working towards pragmatic solutions.
- To ensure that ill health retirement applications and appeal processes are undertaken by the core team in a timely manner.
- To advise on terms and conditions of employment, including negotiations to change terms and conditions.
- Design, prepare and run training and briefing sessions for managers and staff on HR and management practices.
- Work with the Head of HR in devising relevant training days for all HR staff in core trust and schools
- To ensure that a robust Job Evaluation process is in place and relevant HR Team members are trained to undertake requests in a timely fashion.

Internal Consultancy

- To act as the HR consultant for the schools as identified by the Head of HR.
- Take the lead in all ER issues for these schools, referring to Head of HR as appropriate
- To build and maintain professional relationships with the Head of Schools to ensure that possible ER matters are identified and dealt with quickly
- To advise the Head of School on employee matters that are more general in nature
- Ensure that legislation in respect of Fixed term appointments, maternity legislation and working time directive are followed by heads of schools
- Ensure that HRBPs are delivering a consistent service across their hubs.
- Ensure that all processes required are in place and reviewed on an annual basis.

Recruitment

- To provide generic advice to schools in regards to best practice recruitment
- To improve the tools available for schools to use for recruitment eg: bank of questions and generic JD's
- Work with HR colleagues to produce and continuously improve safe guarding best practice in terms of recruitment and interview panels
- To ensure that new support posts have been through the evaluation process
- To be part of recruitment panels as HR expert when required
- To advise schools on sponsorship requirements, working with the HR person responsible for this.
- To be fully aware of recruitment protocols and processes
- To support with Core Trust recruitment when required.
- To provide support during school shutdowns.

SCR and safeguarding

- Responsible for ensuring that the SCR for the core trust is accurate and up to date – carry put monthly checks
- Act as a conduit between schools and the safeguarding lead in terms consistency and best practice across all CMAT schools and updates from the DfE in regards to the SCR and OFSTED requirements.
- Provide advice to schools and Principals in relation to safer recruitment practices.
- In line with Kcsie document, ensure that an accurate SCR is maintained for all schools centrally.
- Working with the HR assistant set up a rota to carry out an HR audit across identified schools.

Job Evaluation

- To be trained in job evaluation techniques and be part of the panel undertaking the process.
- To co-ordinate job evaluation panels and ensure completion of the process within agreed time frames.

- To accurately record results from job evaluation and prepare statistics as required for managers and other relevant parties.
- To add to the job evaluation register and update the central HR MIS system for individuals where required.
- Advise managers at the local level in regards to outcomes of panels and changes to pay grades.

System Coordinator _ support

- Responsible for the identifying HR MIS reports for use within the HR team, for analysis of trends and actions.
- Working with the Head of HR to review new software platforms (pay / recruitment).

Other projects:

- Gender pay reporting
- New terms and conditions for Support staff
- On boarding of new schools

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

Safeguarding children and young people

CMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Person Specification

PERSON SPECIFICATION: HR Business Partner (Core Trust)

Criteria	Essential	Desirable
Education and Qualifications	<p>CIPD Graduate Level 5 minimum or 3 years' relevant HR experience.</p> <p>Good all round level of education to include Maths, English and 3 other subjects to GCSE (Grade A – C).</p>	<p>Level 7 CIPD</p>
Experience and knowledge	<p>Experience of managing a team, some who work remotely.</p> <p>Substantial experience of carrying out a range of HR case work, including recruitment and complex HR case work.</p> <p>Must have knowledge of job evaluation Systems.</p> <p>In-depth knowledge of restructure Processes and application</p> <p>Knowledge of HR processes and procedures, and a thorough understanding of employment legislation.</p> <p>Experience of working with several Different terms and conditions</p> <p>Experience of providing general HR advice and support in a team setting.</p> <p>Excellent Word, Excel and PowerPoint skills to include the creation of spreadsheets and minutes.</p> <p>Experience of using a HR MIS system.</p> <p>Excellent written communication skills.</p>	<p>Experience of working in a school environment or similar organisation.</p> <p>Knowledge of Restructures in the school environment.</p> <p>An understanding of support staff and teachers' terms and conditions (Green and Burgundy Books).</p>

	<p>Excellent organisational skills and working to tight deadlines.</p> <p>Ensure confidentiality is maintained at all times and strict adherence to data protection legislation.</p> <p>Demonstrable knowledge of Equality and Diversity.</p> <p>An in depth knowledge of Safeguarding and its importance within the school environment.</p>	
Skills and Abilities	<p>Ability to demonstrate experience of persuasive and influential skills.</p> <p>Ability to work in a team environment.</p> <p>Ability to demonstrate strong interpersonal skills – build & maintain productive working relationships.</p> <p>Ability to multi task and work under pressure.</p> <p>Excellent organisational skills and working to tight deadlines.</p> <p>Must be able to work independently and at times with minimal supervision.</p> <p>Discreet, confidential and reliability.</p> <p>Manage and embrace changing environments.</p> <p>Demonstrates a high level of resilience.</p> <p>Demonstrates confidence in making decisions within level of authority</p>	
Personal qualities	<p>A willingness to be flexible on working hours and location across the Trust.</p>	

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	<p>Be smart in appearance, to promote the image of the Trust effectively.</p> <p>Must have driving licence and access to own transport with business use.</p> <p>Positive attitude to work.</p> <p>A commitment to CPD.</p>	
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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff are subject to an enhanced check with the Disclosure and Barring Service.