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**HASMONEAN MULTI-ACADEMY TRUST**

**JOB DESCRIPTION**

***Job Title:*** HR Manager

***Department***: Administration

***Responsible to:*** Head of Operations

**Hours:** 28 hours per week (8.30 – 4.30 p.m. Mon to Thurs)

Full Time throughout the year

**Salary**:  **NJC 29 – Band NJC 29 – 32 (Actual salary £ 27,907 FTE £34,884)**

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**To provide a comprehensive HR Service which ensures that we are equipped with best practice to foster a high performance culture. This is a hands-on role and you will be required to assist with the management of the overall HR operations and the delivery of strategic objectives.**

**Main Duties and Responsibilities**

* To ensure all HR files are in order, accurate and up-to-date.
* Ensure the staff records and central database is updated and maintained with all staff changes in a timely manner.
* Liaise with the Timetabler and send cross site allowances to the payroll provider
* To undertake all staff risk assessments
* To undertake OHP referrals and follow ups
* To monitor staff absences
* Line manage Cover supervisor and cover staff
* Liaise with agencies to negotiate best rate.
* Manage and support the recruitment process, this will include preparing adverts, job descriptions, person specifications and interview questions as well as managing the selection process. All documents need to be compliant with relevant legislation.
* Monthly reporting to Head of Operations and obtain authorisations on staffing changes to provide details to finance department for payroll processing.
* To ensure annual performance appraisals are completed and any necessary training is identified and arranged in conjunction with the departmental managers. Any uplift in pay to be authorised by CEO and communicated to payroll
* Dealing with investigation and resolution of employee issues, concerns and conflicts
* Updating the MAT’s HR policies, ensuring all practices comply with current legislation
* Promote equality and diversity as part of the culture of the organisation
* Prepare and update staff handbooks with relevant information provided by Head of Operations
* To take the minutes at termly Trade Union Meetings.
* Liaise with ELT members and our Lawyers on Employment Law to be able to deal with grievances and implement disciplinary procedures
* Bridge management and employee relations by addressing demands and dealing with day to day HR related issues
* To undertake exit interviews to enable the MAT to support current and future business needs through the development, engagement, motivation and retention of staff
* Maintain and improve current HR systems, and procedures across the MAT.
* Assist with the compilation of data for annual census reports which includes the workforce census including. Including inputting staff contractual changes into the MIS system in a timely manner

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the School at the reasonable discretion of the Executive Headteacher.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**L. Oskis**

**Date of issue: January 2021**

**Personal Specification:**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**  GCSE (or equivalent) English and Maths grade C or above  CIPD Qualification at least level 5 Certificate in Human Resource Management | E  D | A  A |
| **Experience:**  Proven HR generalist experience of three to five years  Exceptional organisational and communication skills is required and a solid knowledge of employment legislation and its application.  Experience of working in Education or LA  Ability to use Microsoft Word and Excel to a high standard | E  E  E  E | A  A  A  A |
| **Personal Attributes:**  An ability to maintain confidentiality and act with discretion and diplomacy is crucial  High attention to detail  Understands confidentiality  Clear and effective communicator/Excellent command of spoken & written English  Completer finisher  Excellent Numeracy & Literacy  Candidate needs to be flexible | E  E  E  E  E  E  E | I  I / T  I / T  I  I / T  I/T  A |