



HR Manager

25-30 hours per week

£23526 (25 hours)

£28231 (30 hours)

Term Time + 15 days

**Required
ASAP**

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Dear Potential Colleague

Thank you for expressing an interest in this post.

We are looking for an individual who possesses special qualities, who will lead the Human Resources function across our Trust and be pivotal in driving the effectiveness of HR strategy, policies and procedures across our Academies.

You and the HR Advisor, also currently being recruited will work, closely to develop an approachable, efficient and effective HR service to all of our Academies and Pre-Schools.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- Current competence and HR expertise at a high level.
- Excellent Business Partnering skills and ability to coach managers across our Trust.
- A strong understanding of current HR legislation and ability to apply this on a practical level.
- A strong belief in the importance of motivating and developing staff at all levels.
- High levels of personal confidence.
- Outstanding communication skills; both in speech and in writing.

If you think that you may be the right candidate for this exciting new role, then we look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact me on 01484 503110.

Yours faithfully

Roz Batley
Director of Operations

South Pennine Academies

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our Trust.

The key to our Academies' success is a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

The Trust

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

Values

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Key Priorities

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **HR Manager** then you should;

- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Submit your application by **9am Monday 19th March 2018** to Natalie Allan, HR Manager, natalie.allan@southpennineacademies.org

Time table for the selection process

- Closing date for applications: **9am Monday 19th March 2018**
- Interview Day: **Monday 26th March or Tuesday 27th March 2018**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Joining South Pennine Academies

- The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.
- **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.



**South Pennine Academies
Human Resources Manager
Job Description**



Scale: SPA Scale 1-5
£23,526 -£27,342 (25 hours)
£28,231 - £32,810 (30 hours)
(£38,117 - £44,299– full-time equivalent salary)
Contract:
25-30 hours per week
Days negotiable on appointment
Term time + 15 days

Purpose of the post

- To be influential in the development of the Trust-wide HR Strategy by leading, managing, developing and promoting the Human Resources function within the Trust, ensuring adherence to regulatory framework.
- To provide professional skills and technical capabilities, specialist knowledge (including employment legislation), integrity in decision making and operational activity, and at all times promoting an efficient, confidential, courteous and professional image.
- Ensuring that the Trust key priorities are embedded in the Trust HR policies, and procedures.

Key Areas

- To take the operational lead across the core HR function
- To assist in the development of a Trust-wide HR strategy to facilitate strategic direction
- To actively ensure implementation of the Trust's HR policies

1. HR Advice

- Deliver a comprehensive HR service including the provision of professional and confidential HR and employment law support, advice and guidance.
- Providing proactive and business focused advice to academies which support the Trust KPIs, strategic plans and reflect current legislation and DfE guidance.
- Inform and advise the Trust's senior leadership team on HR matters in order to identify trends and facilitate strategic decision-making.
- Research specific HR topics relevant to organisational change within education, submitting written contributions to the senior leadership team and Trustees when requested.
- Ensure academy based HR staff are regularly updated and trained appropriate to trust policies.
- Carry out regular scrutiny of HR records and the Single Central Record (SCR) in all academies.
- Ensure that Safer Recruitment Procedures are being followed by all academies.
- At least annually update personal knowledge in relation to safeguarding.

- Ensure a good working knowledge of Teachers Pension Scheme and relevant Local Government Pension schemes, liaising with payroll and Director of Finance relating to any queries.
- Attend and lead where required on HR related meetings and forums across the Trust.
- Take responsibility for high level employee relations in relation to sickness absence, disciplinary issues and capability processes.
- Support Principals with restructures and redundancy consultations across the Trust.
- Contribute to the Due Diligence and Project Management process for academies joining the Trust for any HR aspects including TUPE consultation.
- Support academies in developing their Staff Handbooks.
- Lead on HR related consultations with trade unions through the Joint Consultation and Negotiation committee.
- Review HR policies, and liaise with the JCNC, on amendments and changes.

2. **HR Service Development**

- Establish and maintain an efficient and effective HR communication strategy, with all academies, preschools and the SCITT.
- Provide monthly HR reports as requested by the Director of Operations / Director of Finance.
- Manage and evaluate the effectiveness of external support including HR and legal provision and Occupational Health services.
- Develop and maintain HR policies, systems and procedures.
- Contribute to the Trust recruitment and retention strategy including the recruitment of Trust roles.
- Lead the Apprenticeship Programme across the trust, further developing this programme liaising internally and externally.
- Develop and lead the Trust resilience strategy, including achieving work life balance, tackling workload issues, etc
- Via a strong understanding of the sector challenges in relation to retention and recruitment, support Principals with their strategies.
- Monitor across academies, to ensure all HR related statutory reports and returns are completed, including Workforce Census and Single Central Record is in place.
- Direct HR staff to ensure the delivery of an effective, efficient and economic HR function across the Trust.
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency
- Maintain confidentiality of HR information and records at all times.

3. **General**

The post holder must ensure, full commitment to the Trust vision, values and key priorities.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

The post will be based at Pennine House in Huddersfield, however will be expected to regularly attend meetings at and work from our other Academies and organisations located in Dewsbury, Oldham and Halifax. The post will be categorised as an essential car user, payment for this will be based on estimated mileage and will be reviewed annually.

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through academy communications.

Disclosure Level: Enhanced

**Responsible to: Director of Operations
& Chief Executive**

Responsible for: HR Advisor

Human Resources Manager Person Specification

E = Essential D = Desirable

1	Aptitudes:	
1.1	To communicate effectively with staff at all levels within the Trust	E
1.2	To work under pressure	E
1.3	To take initiative and work independently	E
1.4	To organise and develop effective systems	E
1.5	To relate to young people	E
1.6	To be innovative and creative in developing solutions	E
1.7	To prioritise and plan to ensure completion of tasks	E
1.8	To work to high levels of accuracy and confidentiality	E
2	Characteristics	
2.1	Self-motivated and hard working	E
2.2	Sense of humour and optimism	E
2.3	Willingness to be flexible and work to meet the best interest of the Trust	E
2.4	Open, honest and approachable	E
2.5	Empathy	E
2.6	Innovative and creative	E
3	Skills	
3.1	Highly skilled communicator able to build and maintain strong relationships	E
3.2	A flexible team player, 'who can get their hands dirty' and also be involved in thinking strategically and seeing the bigger picture	E
3.3	Ability to use initiative and provide pro-active and pragmatic solutions to issues	E
3.4	Ability to manage and prioritise a diverse workload	E

3.5	Developing Others, Teamwork and collaboration	E
3.6	Excellent attention to detail, written and verbal communication	E
3.7	Working knowledge of GDPR	E
3.8	Strong ICT skills including word processing and spreadsheet knowledge	E
4	Qualifications and Experience	
4.1	Educated to degree level or equivalent & CIPD qualification	E
4.2	Good Level of understanding of employment law	E
4.3	Knowledge of safeguarding and safer recruitment procedures	D
4.4	Proven experience as an HR Advisor or HR Manager	E
4.5	A thorough understanding of current employment law and HR policies and how these apply in the workplace	D
4.6	Experience of working in an educational setting	D
4.7	Full, clean, driving Licence	E
4.8	Track record of developing and implementing HR initiative which have positively contributed to achieving business objectives or KPIs	D
4.9	Safer recruitment training or certification	D