

JOB DESCRIPTION
HR Manager**POST HOLDER**

DEPARTMENT	HR Department at Bournville – Erdington – Fairfax – Smith's Wood Academy
RESPONSIBLE TO	Head of Academy, HR Director
LINE MANAGEMENT OF	HR Assistant where applicable
WORKING HOURS	37 hours per week Half an hour unpaid lunch break Term time plus 10 days
WORKING PATTERN	Monday to Thursday 08:00 until 16:00 Friday 08:00 until 15:30
SALARY	FMAT Scale SO1
HOLIDAY ENTITLEMENT:	A paid entitlement of 25 days' annual leave and eight statutory holidays

JOB PURPOSE

To support the Head of Academy and senior staff through the provision of advice and guidance on HR policies and procedures, employment law and employee relation matters in compliance with statutory obligations and best practice.

To undertake such duties as may be assigned by the HR Director who is the matrix manager of the HR Manager.

This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Head of Academy and the HR Director, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

RECRUITMENT

1. Organise and oversee the entire staff recruitment process including updating job descriptions and person specifications, advertising, sending out application forms, organising (and participating where required) in short-listing, arranging interviews, taking up references, DBS clearance, issuing offer letters and contracts of employment ensuring that prior to starting a recruitment campaign the relevant recruitment business case form has been completed and signed.
2. Maintain necessary personnel forms relating to interviews and appointments ensuring that the required forms are completed by interviewees, new starters etc. and the necessary forms for our payroll provider are done.

3. Lead and manage the induction process for all new starters at all levels ensuring that all new employees have an induction, sign the relevant paperwork and all regulatory requirements are met.
4. Be part of the interview panel where required.
5. Ensure that offer letters and all necessary paperwork for the Foreign Language Assistants are completed.
6. Provide references in conjunction with the Head of Academy.
7. Work with the Head of Academy to ensure that staffing levels are sufficient to deliver the curriculum of the academy in an efficient, cost effective way and in keeping with its budget.

PAYROLL

1. Provide the full payroll service for the academy and liaise with the payroll provider ensuring that staff are paid accurately and on time adhering to internal as well as the payroll provider's deadlines.
2. Notify the payroll provider of any changes to terms & conditions, new starters, resignations/leavers, sick pay and maternity pay entitlements or any other amendments which impact on an employee's pay and process all monthly timesheets and overtime claims for support staff.
3. Implement annual increments and cost of living increases.
4. Monitor and update the Head of Academy on Threshold/UPS applications identifying all eligible teaching staff of the current cohort and implement all threshold and leadership spine progressions in liaison with the Head of Academy.
5. Deal with queries relating to payroll, both from the payroll provider and from staff.
6. Check the monthly payroll and advise the payroll provider of any amendments and post the appropriate journals on the academy's accounting system.
7. Liaise with external bodies to claim SMP payments.
8. Deal with the pension agencies and payroll provider regarding all matters arising ensuring that all salary/pension/bank changes are notified to the relevant payroll/pension providers.
9. Complete the pension 'auto re-enrolment' process for the academy.

EMPLOYEE RELATIONS

1. Deal with any employee relation matters, e.g. probation concerns, disciplinary hearings, absence and grievances meetings in conjunction with the Head/Deputy Head of Academy and be part of hearing panels where appropriate.
2. Prepare the relevant 'hearing packs' for disciplinaries, grievances etc.
3. Track and monitor staff absence ensuring that return-to-work meetings take place and alert the Head of Academy when triggers are hit.
4. Lead on and manage good absence management control including return-to-work interviews, occupational health assessments, GP reports etc. to reduce the impact of long-term absence in line with Trust policy.
5. Ensure that pregnancy, DBS and other relevant risk assessments are completed.
6. Track and monitor probationary periods ensuring that probation review meetings take place and alert the Head of Academy when concerns in relation to the suitability of a new employee are raised.
7. Escalate complex employee relation matters to the HR Director at an early stage.
8. Liaise with the Trust's legal advisors in agreement with the HR Director.
9. Support the Head of Academy and senior staff with organisational change initiatives.

DATA AND RECORD KEEPING

1. Maintain all staff information in a timely fashion on SIMS including changes to terms & conditions, resignations/leavers, staff absence, holiday records, cover information, address and bank detail changes etc. and maintain the personnel files accordingly, both in accordance with statutory and audit requirements.
2. Ensure that personnel files for new starters are set up without delay and all necessary paperwork is on file, such as proof of right to work, qualifications, DBS clearance, health check, two references, job description and person specification, contract and offer letter etc.
3. Complete in a timely and accurate manner the HR KPI information, the structure charts and the establishment on a monthly basis and return the information to the HR Director.
4. Maintain the academy's single central record ensuring that it is up to date at all times and compliant with Ofsted requirements.
5. Ensure that all visitors/contractors go through the appropriate checks when visiting the academy and that all necessary safeguarding procedures are carried out and enter onto the academy's single central record as appropriate.
6. Complete the annual school workforce census within the deadlines.
7. Provide the HR Director with the relevant information for Gender Pay Gap reporting on an annual basis.
8. Produce the annual staff handbook, workforce return, teaching staff summary, teacher annual salary structures and annual analysis of TLRs.
9. Produce management information, termly absence monitoring reports, analysis of recruitment costs and personnel reports as required.

OTHER

1. Undertake such duties as may from time to time be reasonably assigned by the Head of Academy and HR Director.
2. To support the HR Director with the development and updating of HR policies, procedures, template letters and forms.
3. Organise and book staff training, record completed training on SIMS and file certificates on the personnel file.
4. Attend and actively participate in meetings, e.g. the HR Team or the HR & Finance meeting, and prepare the relevant information for these meetings as necessary.
5. Monitor and liaise with senior staff regarding relevant legislative changes.
6. Ensure that the academy meets its statutory employment and equality obligations.
7. Support the performance management process including record keeping.
8. Support your peers in the other academies with specific queries they might have and as and when required, including absence cover.
9. Take minutes of meetings as directed by the Head of Academy and HR Director.
10. Line manage the HR Assistant where applicable.

GENERAL

1. Uphold the values, maintain the ethos and contribute to the overall purpose of the Trust.
2. Promote and safeguard the welfare of students you come into contact with.
3. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Be aware of, support and ensure equal opportunities for all.

5. Appreciate and support the role of other professionals.
 6. Participate in training and other learning activities and performance development as required.
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NAME: _____

SIGNED: _____

DATED: _____

**PERSON SPECIFICATION
HR MANAGER**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* -C or equivalent in English and maths	✓	
CIPD qualification or working towards it and a member of the CIPD	✓	
Considerable experience of leading and managing recruitment processes including drafting recruitment materials, reports and correspondence to a high standard	✓	
Recent generalist HR experience working independently in a 'hands on' role	✓	
Experience of dealing with employee relation matters	✓	
Experience of absence management including monitoring and managing processes to reduce staff absence	✓	
Relevant knowledge of Equal Opportunities and Data Protection legislation	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
A good understanding of employment legislation and the ability to advise on the practical application of it including statutory provisions	✓	
Full knowledge and understanding of safeguarding requirements in a school setting	✓	
Experience of working with trade unions		✓

Experience of working in HR in the education sector		✓
An understanding of terms and conditions of employment in schools		✓
Proficient user of SIMS		✓
Line management experience		✓
Personal qualities and attitudes	Essential	Desirable
Strong organisational skills, ability to prioritise and meet strict deadlines	✓	
Meticulous attention to detail and a systematic approach	✓	
Inquisitive nature and sound problem solving skills and judgement	✓	
Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be a person of integrity	✓	
Demonstrate initiative and a proactive approach to manage and deal with a wide range of duties and matters	✓	
Self-motivated with the ability to work autonomously with minimum supervision and as part of a team	✓	
Good verbal, listening, literacy and written communication skills	✓	
Good advocacy, influencing and negotiating skills	✓	
Strong relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	