



Job title: **Human Resources Manager**

Responsible to: Director of Finance & Academy Services

Manages/Supervises: Human Resources Assistant(s)

Location: Based at the offices in The Henry Box School
(Required to work at or travel to any of the Mill Academy Schools on an occasional basis)

Salary: **Grade 8/9**
(Postholder should possess and demonstrate at performance review most of the desirable qualities in the person specification before progression to the higher grade is approved)

Working Pattern: Full-time (37 hours per week)
Occasional unsocial hours

Disclosure level: Enhanced

Job Purpose: As a member of the Academy Business Services Team, you will provide a professional comprehensive people management service across all Schools in the Academy. Providing human resources advice and support, and report on a regular basis to all schools within the Academy and the Trust's Leadership.

Main responsibilities:

Strategic HR Advisor

- Work with the Trust's senior staff to ensure a cohesive approach to HR and payroll across the Trust, identifying opportunities to achieve Trust objectives and improve processes.
- Support the Director of Finance & Academy Services in preparation of reports, collating information as required to ensure accurate and timely management reports.
- Support senior staff in creating, implementing and operating HR policies, advising on HR best practice and policy changes relating but not limited to performance management, disciplinary, capability, grievance, redundancy and restructuring; maintaining an up to date knowledge of HR legislative requirements and a watching brief on emerging HR issues.
- Liaise with Trust HR/legal advisors and employee representatives as appropriate to ensure compliance with statutory requirements and Trust policies, seeking and logging advice received and given.

- Ensure that confidential and comprehensive personnel files are maintained and kept up to date including the electronic personnel systems in all schools.
- Manage exit processes including closing IT/email accounts and return of Trust property, undertaking exit interviews when required.

Recruitment

- Oversee recruitment including:
 - Advertising vacancies through appropriate avenues, monitoring interest and taking remedial action where adverts are not attracting a strong field;
 - Organising shortlisting and interview/assessment days, including preparation of materials, exercises, rooms and schedules, ensuring all aspects of the interviews run smoothly and efficiently;
 - Monitor Safer recruitment practices across the Academy;
 - Administering new starter procedures including DBS applications, references, health and qualifications checks, and liaising with the Compliance Officer to maintain the Single Central Record in line with legislative requirements;
 - Ensure compliance with equal opportunities and data protection throughout all aspects of recruitment.
- Ensure initial contract documents and job descriptions for employees are prepared and issued in a timely manner.
- Have strategic oversight of the HR pages on the Academy and School intranet and webpages, including vacancies pages.
- Develop and implement induction training and processes, liaising with each school to ensure that induction takes place for all new members of staff and that the Induction Packs are up to date, given out and signed for.
- Ensure 3 monthly / 6 monthly meetings take place during and at end of probationary period for new starters.
- Ensure all paperwork for NQTs is sent to the relevant party on appointment and collate and ensure all NQT assessments are returned to the relevant parties by specified deadlines at the end of each assessment period liaising with the Headteachers as required.
- Keep records of all trainees or apprentices in Academy schools, liaising with departments for trainee teacher placements and send returns to Oxford Brookes and OUDES.

Staff Wellbeing and Absence

- Oversee and monitor sickness absence / leave of absence arrangements, ensuring that all records of staff attendance, leave of absence and annual leave are maintained and return to work interviews completed.
- Ensure regular checking of absence levels, notifying the relevant members of staff when trigger points are reached.
- Produce and provide absence/sickness reports for the relevant parties in each Academy school;
- Liaise with occupational health about individual cases and discuss adjustments with relevant line managers and Headteachers as necessary.
- Recognising and maintaining confidentiality and data protection on an ongoing basis.

Payroll / Budgetary Support

- Liaise with Finance in a timely manner to support the monthly payroll processes.
- Ensure that changes in staff roles, grades, overtime and casual claims etc. are sent to payroll to

arrive within specified monthly deadlines.

- To manage the HR budget ensuring resources are used to provide the most effective and efficient service.
- Implement payroll decisions and deal with pay queries, liaising with the Payroll and HR Advice providers and other outside agencies (e.g. DfE, ESFA, Teacher pensions, LGPS, HMRC etc.)
- Supply confirmation of pay details to third parties (e.g. Jury service, mortgage or tenant references etc.).
- Implement changes to pay from statutory, national or local pay agreements.
- Review and advise on annual pay rises and increments as directed.
- Ensure all Academy staff are issued with relevant notification of pay e.g. payslips, P60.
- Prepare and submit the School Workforce Census and any other statutory/statistical returns as required.

Training, Development and Performance Management

- Support the training and development of staff by working with the school leaders to develop induction and ongoing training/CPD programmes. Delivering and supporting CPD where required.
- Design and deliver HR training to academy staff as required by the Trust's leadership in key areas such as performance reviews and objective setting, absence management, capability etc.
- Co-ordinate and assist school leaders with the implementation and co-ordination of performance management arrangements for support staff.
- Co-ordinate the administration requirements to ensure that teaching staff performance reviews are completed by 31st October, liaising with the Headteachers of each school, and highlighting the staff who are eligible to apply for pay progression.
- Provide training and advice for Headteachers, senior leaders and line managers in policy implementation.

Additional Responsibilities

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To be responsible for keeping up to date with relevant legislation, regulations, standards and the Academy and Schools policies and procedures.
- To be pro-active in suggesting and be able to implement improvements made in service delivery, systems, processes and / or working methods that enhance service delivery and / or generate savings to the Academy or individual schools.
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Director of Finance and Academy Services.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the Academy's Health and Safety Policy and relevant Health and Safety legislation.

- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks as are required from time to time at the discretion of Director of Finance and Academy Services or the Chief Executive.

Person Specification –HR Manager

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