



# HR MANAGER

Status: Permanent

Working pattern: 52 Weeks per year (All year round)

Hours: 37 Hours per week

Salary: PO3 36 - 39 £44,428 - £47,420

Location: Assay Studios, Birmingham (Hybrid available)

Start date: As soon as possible



Central Region  
Schools Trust

*Founded by the RSA*



The Central  
Aspirations Programme

# ADVERT

We are very excited that due to our growth, we can offer this opportunity for a managerial post in our HR team. We are seeking a HR Manager to work with our Schools and Central function within our Trust. The successful candidate will work in our HR team and help strategically lead and direct our responsive, effective, and professional HR function. This will include the full portfolio of professional HR services including policy development, compliance, contract management, recruitment, retention, and professional development for all our employees.

The role provides an excellent opportunity to help shape and drive the Trust's approach to employee relations. As an experienced practitioner of HR, the successful candidate will have a substantial track record, preferably in the education field, of successfully developing and implementing HR strategies and practices with a focus on solutions development. The successful candidate will be joining a highly ambitious organisation. So we are seeking an outstanding manager who can realise the highest possible quality of services to support our educational vision, to enable the organisation to achieve the best possible outcomes for our pupils/students. This is an exciting and very rewarding role and we look forward to receiving your application

Further information about the Trust can be found on our website at [Central Region Schools Trust – Founded by the RSA](#)

We would be delighted to meet with interested candidates to discuss the role. Candidates can contact Carley Brookes, Lead HR Manager - at [cbrookes@crst.org.uk](mailto:cbrookes@crst.org.uk) for an informal discussion.

Further information and an application form are available on the Trust's ([Vacancies – Central Region Schools Trust](#)) website.

**How to apply & Closing Date:** To apply for this position a fully completed application form needs to be submitted. CV's are not accepted. The closing date is Sunday 14th January 2023

However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply. All shortlisted candidates understand they will be subject to an online search

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with the Children's barred list.***

# Job Description

**Job Title:** HR Manager

**Department/Directorate:** HR team

**Salary Scale:** PO3

**Location:** Head Office will be Assay Studios, but the successful candidate will be directed to work across all the schools in the Trust

## **Main Duties and Responsibilities**

- To provide comprehensive HR support to Executive, Senior Leaders, and Central Team Leader staff on all matters related to HR
- To work in the HR team and ensure that the Trust meets its statutory employment, equality, health, and safety obligations with monthly reporting of statistics
- To liaise as appropriate with the legal provider and other statutory and professional bodies
- To take an advisory and proactive role in the strategic management of relevant staffing of the Trust, in conjunction with the relevant Executive Principals/Principals, Head of Finance, Chief Operating Officer and Head of HR in terms of Curriculum Based Financial Planning data
- To lead and proactively fill the relevant vacant posts in line with safer recruitment with high calibre staff jointly with the Executive Principals/Principals and Head of HR
- To lead and maintain procedures to ensure the safeguarding of children, including the maintenance of the relevant single central records
- To be responsible for the maintenance of the relevant personnel records under statutory and audit requirements
- To lead and manage the appraisal process for the relevant teaching and support/associate staff.
- To liaise with the relevant Executive Principals/Principals and the Head of HR in the managing and co-ordination of the professional development of the relevant staff
- To liaise with Head of HR and Trust Payroll Manager in relation to payroll

## **Support specific HR Responsibilities across the Trust**

- To support talent acquisition and staff retention initiatives
- To support on all HR information systems reporting
- To support on all Policy updates and development
- To support on the relevant Performance Management processes and reviews
- To liaise with the relevant employees responsible for school HR administration and develop HR capability in all schools
- To support on all Trust wide HR projects

***Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually, and managers/leaders reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.***

## Person Specification

We are seeking to appoint a HR Professional who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up as part of your Pre-Employment Checks.

Criteria	Essential	Desirable	Method of Assessment
 <p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of HR Management with a strong track record of case management</li> <li>• Experience of implementing disciplinary, capability, and ill-health capability procedures against employees.</li> <li>• Experience of working within HR functions/specialisms leading other HR colleagues</li> <li>• Experience of HR Policy Development, implementation, consultation, and maintenance</li> <li>• Experience of coaching managers to assist them to develop their people management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school or educational environment</li> <li>• Experience of HR data systems and portals</li> <li>• Experience of obtaining, interpreting, and presenting HR statistics</li> <li>• Experience of working with trade unions and professional associations.</li> </ul>	<p>Application form, references and interview.</p>

 <p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills with all levels of employee</li> <li>• Well-developed skills in using Microsoft Office applications especially in word processing and spreadsheets</li> <li>• Excellent team player who develops positive working relationships.</li> <li>• Accuracy and strong attention to detail</li> <li>• Suitability to work with young children</li> <li>• Able to form and maintain appropriate relationships and personal boundaries with children and colleagues</li> <li>• Ability to maintain strictest confidentiality and integrity at all times</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li> <li>• Ability to work constructively as part of a team or individually</li> <li>• Ability to plan and develop systems</li> <li>• Ability to follow procedures, pay attention to detail and produce accurate work</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to relate to students and staff</li> <li>• Ability to deal with problems in a positive and systematic manner</li> <li>• Excellent communication, presentation and interpersonal skills</li> <li>• Ability to explain information clearly and simply</li> <li>• The ability to support staff through fluent and accurately spoken English</li> <li>• Professional telephone manner</li> <li>• Expectations of high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret complex data</li> <li>• Ability to present data to all levels of management</li> </ul>	<p>Application form, references and interview.</p>
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 <p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• A pragmatic and solution focussed approach to managing complex HR cases</li> <li>• Ability to use judgement and common sense</li> <li>• Ability to prioritise</li> <li>• Ability to work on own initiative</li> <li>• Excellent personal organisation and self-motivation</li> <li>• Commitment</li> <li>• Reliable and trustworthy</li> <li>• Flexible approach to work</li> <li>• Flexibility to commit to additional hours if required</li> <li>• Honest</li> <li>• Ability to be sensitive to the needs of others</li> <li>• Ability to be supportive</li> <li>• Professionalism</li> <li>• A sense of humour, warmth, energy, stamina and resilience</li> <li>• Willingness to reflect upon his/her experiences in a critical and constructive manner</li> <li>• High standards of personal appearance</li> </ul>		<p>Application form, references and interview.</p>
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 <p><b>Education and qualifications</b></p>	<ul style="list-style-type: none"><li>• Chartered Institute of Personnel and Development (CIPD) Level 5 qualified or commitment to work towards this</li><li>• A commitment to on-going personal development and willingness to undertake appropriate training</li><li>• Valid full UK driving licence</li></ul>	<ul style="list-style-type: none"><li>• Affiliated Member of the CIPD</li></ul>	Application form
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**Need more advice?**

Please see our website  
(Central Region Schools Trust  
- Founded by the RSA)

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[centralregionschoolstrust.co.uk](http://centralregionschoolstrust.co.uk)