

JOB DESCRIPTION

POSITION	Head of HR
SALARY	£45,000 - £60,000
HOURS	37.5 hours per week
FULL TIME EQUIVALENT	Full time, all year round
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Chief Operating Officer
RESPONSIBLE FOR	HRBP's x 2, Recruitment BP and HR Systems Administrator
LOCATION	Required to work at each site
KEY WORKING RELATIONSHIPS	Managers Principals HR Systems Administrator Recruitment Business Partner HR Business Partners x 2 Chief Operating Officer Chief Executive Officer

Background:

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning.

If you want to be part of the team that is improving the future of our students, then read on!

Purpose of the Role:

You will work as part of a close knit HR team providing professional support to ensure that Mossbourne and its staff achieve Sir Clive Bourne's dream.

To manage and develop the HR function ensuring it provides a comprehensive and effective service to the Federation. To develop, implement and review policies and procedures which support the strategic ambition of the Federation. Develop compensation and benefits plans that support recruitment and retention. Manage an effective recruitment, selection and induction process. To implement a training and development programme which fosters a culture of learning and high performance.

Duties and Responsibilities:

- Act as line manager for the HR team, including performance management, reviews and setting objectives
- Act as an advisor to the HR team supporting them with difficult cases or issues
- Act as an escalation point within both the Federation and for policy
- Build relationships with Principals and senior staff to ensure that HR is supporting the business
- Monitor, review and update policies and procedures in line with legislation and to support the changing needs of the Federation
- Manage the HR budget
- Produce and provide management information on agreed measures and KPIs
- Develop and implement a HR strategic plan designed to focus on business need and support Federation objectives
- Lead on job evaluation and remuneration to ensure consistency and fairness across the Federation
- Implement a performance management system
- Devise and implement an organisational training plan
- Contribute to the formulation of strategy and federation decision making
- Advise on change management programmes and support the HRAs to implement
- Lead on employee engagement, work with the SLT to develop the employee experience to ensure that the Federation attracts, motivates and retains great people
- Act as a project manager for HR initiatives, preparing plans with appropriate milestones and deadlines
- Produce reports for Governors' meetings
- Flexibility to travel between sites when required
- Undertake other appropriate duties as required, commensurate with the grade.

Person Specification

Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience/knowledge				
E	<ul style="list-style-type: none"> Proven track record of operational HR management 	✓	✓	
E	<ul style="list-style-type: none"> Experience of managing and developing a team 	✓	✓	
E	<ul style="list-style-type: none"> Ability to deal with complex ER issues confidently and independently, including TUPE 		✓	
E	<ul style="list-style-type: none"> Experience of working in a fast paced environment 	✓	✓	
D	<ul style="list-style-type: none"> An understanding, and preferably experience of HR in the education sector 	✓	✓	
E	<ul style="list-style-type: none"> Ability to act as HR lead and expert for the Federation proactively identifying what will be required going forward 	✓	✓	
E	<ul style="list-style-type: none"> Ability to work collaboratively and cooperatively with other staff and external partners to ensure the delivery of an effective service 	✓	✓	
E	<ul style="list-style-type: none"> Up to date knowledge of UK employment law and contracts of employment 	✓	✓	✓
E	<ul style="list-style-type: none"> Excellent written, verbal and numeracy skills 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to use initiative and prioritise work 	✓	✓	✓

E	<ul style="list-style-type: none"> Understanding and a commitment to the promotion of equal opportunities. 	✓	✓	✓
E	<ul style="list-style-type: none"> Understanding of employment law, including the Equality Act 2010 and GDPR legislation 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to work independently and part of a team, contributing to department and whole school 	✓	✓	
D	<ul style="list-style-type: none"> Experience of OFSTED inspection preparation 	✓	✓	
Qualifications				
D	<ul style="list-style-type: none"> HR degree or equivalent 		✓	
E	<ul style="list-style-type: none"> CIPD qualified 	✓	✓	
E	<ul style="list-style-type: none"> Membership of the Chartered Institute of Personnel and Development 		✓	
IT knowledge				
E	<ul style="list-style-type: none"> Must be adept in Microsoft Office (Excel, Word, Publisher & PowerPoint) 		✓	
D	<ul style="list-style-type: none"> Experience of using SIMS and/or iTrent 		✓	
E	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 	✓	✓	
Behavioural Competencies				
D	<ul style="list-style-type: none"> Strategic approach, ability to see the 'big picture' and think 'outside the box' 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to meet ALL deadlines internally and externally ensuring output is of an exemplary standard 	✓	✓	

E	<ul style="list-style-type: none"> Must have the utmost integrity as well as high levels of motivation and commitment 	✓	✓	
E	<ul style="list-style-type: none"> Proactive approach and efficient time management and prioritisation skills 	✓	✓	
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required in order to fulfil the requirements of the role 	✓	✓	✓
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
E	<ul style="list-style-type: none"> Recognise your role as part of the succession of Mossbourne 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.