

	<p style="text-align: center;">HR Manager</p> <p style="text-align: center;">JOB DESCRIPTION</p>	
<p>Date: January 2020</p>		

POSITION: Permanent - 37 hours per week, 52 weeks per year

GRADE: PO1 29-32 (£34,888 - £37,731)
Negotiable commensurate with qualifications, skills and experience

THIS JOB DESCRIPTION COMPLIMENTS NJC CONDITIONS OF SERVICE

RESPONSIBLE TO: CEO's PA, ultimately the CEO

DIRECT REPORTS: TBC

Primary Purpose of Role:

- The HR Manager exists to support Edmonton Academy Trust through the effective management and delivery of the Human Resources function to the Chief Executive and Chief Operations Officer and the staff of the Trust in general. As the HR Manager, you will have a direct influence and positive impact on the people in the organisation. The successful candidate will benefit from person-to-person interaction and relationship building, supporting employees directly, coordinating, planning and executing HR activities; this may involve guiding senior management through the various HR disciplines i.e. recruitment process, benefits programs, employment disputes and other administrative needs, which are important to employees within the Trust.
- The HR function aims overall to deliver effective and efficient support, maintaining the agreed standards of service, to the students, staff and parents who make up the school community.
- To lead the HR operation of the Trust and ensure it meets its stated aims.
- To have responsibility for HR issues.
- To lead on the HR aspects of Academy conversions.
- To lead on the development and alignment of HR Trust policies.

Key Duties

- Provide PA services to the CEO when present at Lea Valley Academy.
- To provide an efficient, knowledgeable and effective leadership and HR service to the Trust.
- Establish and maintain outstanding professional relationships, ensure effective communication across the schools in the Multi Academy Trust, LAs and other stakeholders.
- Lead on HR work, as instructed by the Trust including working with new schools joining the Trust.
- Work in partnership with the Finance Team to ensure the Trust sources best value and delivers within agreed budgets.
- Work in partnership with school Business Managers and Heads to ensure that the agreed HR policies are implemented.
- Ensure regulatory compliance for HR practice.
- At all times champion the values of the Trust and be an ambassador and advocate of its mission.
- Carry out any other duties as reasonably required to contribute to the smooth running of the Multi Academy Trust.

Leadership

- Provide clear information, advice and recommendations to the Chief Executive, Board of Member, Board of Trustees and Local Governing Bodies, regarding the strategic development of HR policies and procedures, the use of the Trust's HR assets and the development of the Trust's activities, to ensure the best possible learning environment for students.

Human Resources

- Working with the CEO, COO, the CEO's administration staff and the heads of schools.
- Develop, maintain and implement human resource management policies.
- Ensure compliance with all relevant employment law.

- Ensure the maintenance of confidentiality for all staff records.
- Liaise and consult with union and staff representatives as and when the need arises.
- Standardise all job descriptions across the Trust and keep a database of all job descriptions and person specifications.
- Manage the Single Central Record for the Trust.
- Monitor the attendance of staff employed by the Trust ensuring that line managers respond to concerns and that concerns are brought to the attention of Heads of School and ultimately the CEO.
- Provide advice to staff on the full range of HR policies such as maternity leave, paternity leave, special leave etc.
- Conduct 'spot checks' on attendance and punctuality.
- Manage KIT days for staff on leave.
- Manage referrals to OHS and the associated support plans.
- Manage the performance reviews for staff in the Trust ensuring that reviews are fit for purpose, completed on time and information for the Trustees (Staffing) is available at the appropriate time.
- Check the monthly pay-roll especially for exceptions (such as unpaid leave, end of contracts etc.).
- Manage the annual leave of all the wider workforce.
- Work alongside the Recruitment Coordinator to ensure that all roles are advertised and marketed across the Trust and externally, providing support to the Recruitment Coordinator at busy times.
- Manage the induction of the wider workforce.
- Create and lead on the annual professional development plan for the wider workforce across the Trust.

Safeguarding

- Support the Chief Executive and Heads of School with their responsibility for safeguarding and promoting the welfare of students including adhering to all safeguarding policies and procedures.
- Manage the SCR for the Trust

Additional Duties

- Produce confidential reports and information as required.
- Understand the implications of government policies and educational trends and developments.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- A commitment to their own continuous professional development.
- Operate as directed within any setting across and beyond the Trust, mindful of the post-holder's work-life balance.
- Undertake such other duties and responsibilities as may be reasonably requested.

<p>Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.</p>
