

## Job Description Template

---

**Post: HR Manager - The City Academy Hackney & Newham Collegiate Sixth Form**

**Accountable to: Director of Finance and Operations**

**Grade/Range: PO2 SCP 32-33**

**Salary: £41,472-£42,510**

**Working Pattern: Full Time**

**Location: The City Academy Hackney & Newham Collegiate Sixth Form**

**Disclosure level: Enhanced**

**Responsible for: HR Administrators at TCAH & NCS**

### **Main Purpose**

- To lead and manage a comprehensive HR function across TCAH and NCS and be accountable for the quality of work delivered.
- Lead the implementation of all Trust policies and procedures within TCAH and NCS ensuring an effective and comprehensive HR function which models best practice and is compliant with legislation.
- To develop excellent working relationships with academy leaders and leadership teams to ensure advice provided is relevant and tailored to the needs of each academy.
- To provide advice, guidance and coaching to senior staff and stakeholders within the Academy on HR and line management matters
- To line manage relevant HR colleagues in accordance with Trust policy

---

### **Key Accountabilities**

#### **Recruitment, Selection, New Starters & Internal Appointments**

- Oversee and support with recruitment and selection processes, including advertisements, shortlisting packs, interview arrangements and vetting checks, in line with safer recruitment responsibilities.
- Ensure all new job descriptions for support staff are job evaluated by Central Trust HR.
- To discuss and agree offers of employment with leaders and ensure the salary offered is in line with the appropriate grade and scale and is fair and equitable with others at that level, and ensure that employment contracts and terms and conditions are prepared accordingly.
- Ensure that all pre-employment checks and processes including the collection, verification and recording of essential documentation, Disclosure Barring Service checks are completed to a high standard to agreed deadlines.
- Ensure that contracts, offer letters, changes to terms and conditions and other written communications are to a high standard, on time and in accordance with Trust templates.
- Enter relevant pre-employment information on Single Central Record.
- Organise new starter Induction, liaising with appropriate colleagues.
- Track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and informing leaders of relevant concerns.
- Generate and issue the appropriate contract to appointed staff, completing variation to contract as and when required.

#### **Employee Relations**

- To advise and coach managers on ER casework including Disciplinary, Grievance, Capability, Sickness Absence, Probation, and Appeals in line with Trust or TUPE policies where applicable, liaising with Central HR for support.
- Advise line managers on the correct policies and procedures to be used dependant on the employees' contract of employment.
- Issue relevant letters to staff ensuring timelines are strictly followed, arrange meetings, clerk meetings and ensure all paperwork including checklists are fully completed.

- Advise Academy Leaders and Central Trust HR of Appeals.
- Liaise with Central Trust HR in relation to action being taken, ensuring sign off on any issue where there is a possibility of a claim against the Academy.
- To monitor staff attendance and punctuality in line with Trust policies and procedures.
- To manage staff absence in line with Trust policy, complete return to work interviews and Occupational Health referrals.
- To interpret and advise on employment legislation.

### **Absence Management**

- Track staff absences and ensure return to work interviews are held with the staff member's line manager after every sickness absence.
- Ensure the absence management policy is followed and that meetings are held as set out in the policy; managing short term persistent absence and long term, keeping leaders up to date with attendance issues and liaising with the Central Trust HR over complex cases as required.
- Complete Occupational Health referrals in a timely manner, setting up workplace assessments, specialist appointments and training, liaising with Occupational Health when required.
- Ensure regular contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points.
- Complete ill health and retirement pensions paperwork, in conjunction with the Central HR Team.

### **Performance management**

- To ensure that performance management and appraisal processes are being followed.
- To ensure appraisals are placed on PAM in a timely manner.

### **Staff Turnover**

- Ensure exit interviews are carried out with every leaver, providing appropriate paperwork to the line manager.
- Track labour turnover and retention reporting to the academy leaders and Central Trust HR and others as required.

### **Leave of Absence and Holidays**

- Ensure Leave of Absence requests are reviewed by leaders, that staff are formally notified of the outcome of requests and personnel records and payroll are updated.
- Issue maternity guidelines and paperwork and ensure that risk assessments are carried out regularly once the Academy is aware a member of staff is pregnant.
- Ensure contact is maintained and manage keeping in touch days.
- Ensure paternity guidelines are followed as and when necessary.
- Manage and record holiday entitlements for support staff in liaison with their line managers.
- In liaison with academy leaders ensure 39+ weeks staff are aware of their work plan during academy closure

### **Reports**

- To provide SLT with reports on HR data on a regular basis such as absence, ER, starters, leavers.
- Complete Half-Termly HR report.

### **Administration**

- To ensure SIMS and EPM personnel records are always kept up to date for both permanent and temporary staff.
- Add new staff to the Database and keep staff training records up to date.
- To ensure the Single Central Record is accurate, up to date and maintained in line with KCSIE.
- To support with the School Workforce Census in conjunction with HR colleagues and Data Teams.
- To be responsible for the inputting and quality of data on all HR records and files.
- Ensure the effective maintenance of both manual and electronic personnel records, including storage and archive.
- To ensure the safe and secure maintenance of personnel files, storage and archive systems.
- To maintain employee records in discussion with the Academy's payroll provider.
- To administer the performance appraisal procedure for both teaching and support staff.
- Maintain contact with local trade union representatives and facilitate regular Academy meetings.

- Take notes at the meeting and collate and distribute minutes, ensuring all actions are completed
- To attend meetings relating to personnel issues and clerk accurate minutes of the meetings.

### **Policies and Procedures**

- The post holder must operate within HR guidelines and work closely in accordance with Central Trust HR policy.
- Ensure that the Academy has copies of all policies from the predecessor local authority in relation to TUPE'd staff and from the Trust in relation to new appointments.
- To support academy leaders in all employment law related issues, fully supporting the meeting of processes and procedures.

### **Other**

- To liaise with and be the point of contact for the City of London Academies Trust in relation to Human Resources.
- To liaise with external agencies and organisations as necessary, e.g. government departments, trade unions, recruitment agencies etc.
- To be aware of changing employment legislation and new developments and innovations.
- To ensure that up-to-date guidance and procedures relating to human resources matters are always understood and implemented.
- To carry out any other reasonable duties within the scope of the post as directed by the Finance and Operations Director. The above list is not exclusive or exhaustive, and the Academy may require the job holder to undertake duties commensurate with the level of the role.

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

# City of London Academies Trust

## Person Specification



### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage, and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national, and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they can teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
CIPD or equivalent qualification	✓	
Educated to degree level or equivalent	✓	
<b>Experience, Skills and Knowledge</b>		
Experience in a school setting or a Multi Academy Trust		✓
Experience of managing a HR function	✓	
Experience managing staff		✓
Knowledge and understanding of employment law	✓	
Extensive experience of using ICT through data bases and electronic communication	✓	
Experience of using Microsoft Office Suite	✓	
Experience of setting up and running a range of administrative systems	✓	
Good organisational skills, ability to show initiative and to pay close attention to detail	✓	
Experience of using SIMS or similar database	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to maintain confidentiality and work in line with GDPR regulations	✓	
Ability to prioritise work and deliver to tight deadlines	✓	
Understanding of the practical application of Equal Opportunities in an Academy context	✓	
<b>Personal Qualities</b>		
Ability to engage in cooperative working to help teams achieve goals	✓	
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	✓	
Ability to manage high workloads and prioritise tasks	✓	
Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to detail	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	