

Great Heights Academy Trust

Job Description

Post	HR Manager
Pay range	PO1-PO4
Hours of work:	20 hours per week term-time only + 15 days
Responsible to	MAT Core Team, in particular Chief Operations Officer CEO, Academy Principals

Prime Objectives of the Post

To provide a professional, efficient and proactive Human Resources service for the MAT which will include, but will not be limited to, recruitment; absence management; induction; policies and procedures, new starters, leavers and general HR support.

Staff Attendance:

- To manage staff absence providing guidance and advice to managers on absence management.
- To ensure that records of attendance, leave of absence and annual leave are maintained.
- To process sickness and absence details onto Itrent (Staff Management Information System).
- To produce reports to monitor absence and other HR issues and advise the COO so that HR processes run to schedule and in line with policies.
- To ensure return to work meetings are arranged and forms are completed promptly.
- To co-ordinate Occupational Health and welfare visits as required under the direction of the COO.

Recruitment, Including Safeguarding Responsibilities:

- To co-ordinate adverts ensuring that these are placed on the relevant internal and external advertising locations.
- To collate job applications for shortlisting, arrange interview schedules, request references, prepare offer letters and all communication and associated tasks required in relation to the recruitment process.
- To provide administrative support during the staff recruitment process and ensure all necessary pre-employment checks are completed.
- To notify departments of new staff details ensuring all log-in codes, badges, resources are prepared in advance.
- To create and maintain forms for pay and contract related changes and update personnel files accordingly.
- To be responsible for maintaining the Single Central Register and updating staff DBS checks as appropriate.

Policy Development and Project Work:

- To review and update HR policies and procedures, working with the Core Team, Trustees and collaboratively with the relevant Trade Unions, to ensure policies and procedures are robust and compliant with current employment legislation and review bodies.
- Assist the COO with all aspects of TUPE connected with future academy transfers.
- Oversee School Workforce Census and other HR returns as appropriate.
- To be aware of changing employment legislation and new developments, attending relevant training in order to maintain high standards and contribute to the continuous improvement of service delivery.

- To liaise with the School's elected HR legal advisors as appropriate, to ensure compliance.
- To support the Core Team with diverse casework as required; grievances, investigations, disciplinary, staff absence, redundancy, settlement agreements and dismissals. Identifying risks and mitigating actions.
- To support the Core Team and Academy Principals with appraisal and capability concerns, performance related pay decisions and appeals.
- To support the Core Team with the employee health and well-being strategy.
- To provide effective, accurate management information for the Core Team and Trustees to facilitate informed decisions and monitor trends.
- To inform and advise on HR matters for Trustee meetings as required, in order to facilitate decision making.
- To develop and deliver training and awareness sessions in relation to relevant HR practices and new employment legislation within the remit of the role.

General HR Processes:

- To provide advice to individual members of staff on a broad range of HR issues, handle diverse casework and disseminate good management practice.
- To be responsible for all confidential personnel records, including electronic files on behalf of the Core Team, ensuring GDPR compliance.
- To ensure annual staff declarations with regard to health and safety, safeguarding and administration procedures are collated accurately and to deadlines.
- To co-ordinate procedures for all exit interviews for staff leavers.
- To undertake such other duties and responsibilities as may be reasonably requested by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting it's values and vision with all stakeholders.

PERSON SPECIFICATIONPOST TITLE: **HR MANAGER**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> Experience of delivering an efficient and effective HR and administrative service including implementing policies and procedures 	<ul style="list-style-type: none"> Experience of working in the educational sector. Planning and managing change 	Application form References Interview
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> 5 GCSEs at Grade A to C (or equivalent) including English and maths CIPD Qualified or equivalent Commitment to personal professional development 	<ul style="list-style-type: none"> CIPD HR qualification Level 5 or above Professional development activities undertaken within last 2 years 	Application Form Documentary evidence
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Knowledge of statutory requirements and legislation relating to employment law Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach Able to effectively plan ahead to anticipate problems and plan for worse-case and best-case scenarios Full working knowledge of relevant HR policies and procedures Good organisational and administrative skills, with the ability to meet deadlines Good communication (written and verbal) skills 	<ul style="list-style-type: none"> A knowledge and understanding of Data Protection/GDPR law. A knowledge of the education sector and some of the current issues facing schools. Ability to use computerised systems and applications. Knowledge of safeguarding responsibilities within an educational environment and 'Keeping Children Safe in Education';. 	Application Form Interview Practical Task
INITIATIVE AND CIRCUMSTANCES	<ul style="list-style-type: none"> Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. Enthusiasm and initiative – along with the ability to be calm and efficient under pressure. Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders. Ability to work independently and manage time effectively. Ability to lead on activities where required and contribute as a team player. Flexibility and a willingness to work outside the normal working patterns when required. Good sense of humour. Full Current Driving Licence and use of a car which is insured for business use 		Application Form Interview References