



DRAFT JOB DESCRIPTION

JOB TITLE:	Trust HR Manager
GRADE:	Grade G/H Dependant on experience
WORKING WEEKS/ HOURS:	Term time only (40 weeks) or 52 weeks 37 hours per week
TIMES WORKED:	8.15am – 4.15pm Monday to Thursday 8.15am – 3.45pm Friday
BASE:	HR Office

ORGANISATIONAL ARRANGEMENTS:

Jobholder: to be appointed

Reports to: Executive Leader and Head of Central Services

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

- To lead and oversee all HR Central Services across the Trust
- To provide effective and efficient HR operating systems and solutions, managing a small team within a fast paced working environment
- To develop and implement a coordinated HR Strategy across the Trust, ensuring consistent and effective systems and processes are in place and implemented.
- To Ensure the Trust is operating a legally robust HR policy and procedural framework.
- To work as part of the Central Services Team to provide robust professional HR advice and management information to Headteachers and Senior Line Managers within the Trust.

Accountability:

- To be responsible for all HR processes and procedures, through leadership of the HR Central Service.
- To advise the CEO/Executive Leadership Team, Trustees and Governors on all HR matters, providing accurate and prompt information and reports.
- To ensure that all HR information is correctly maintained, which includes accurate and up-to-date staff records and database, which inform a current and detailed staff profile to facilitate leadership decisions.

- To provide accurate pay details and advice on request for all leaders and employees.
- To work with the trade unions (if required), contributing to HR matters and policy review, including pay and appraisal policies.
- To ensure all staff are paid in accordance with their terms and conditions.

General Responsibilities:

- Ensure legally robust, compliant and forward-thinking HR policies and procedures are in place and adhered to.
- Be responsible for the effective and efficient, cohesive management of all staff management processes across the Trust.
- Oversee the recruitment process liaising with the HR & Recruitment Officer on all aspects of the process.
- Ensure Trust wide compliance with "Safer Recruitment" including recording of safeguarding declarations and Prevent certificates.
- Ensure contracts of employment are issued to all staff within the required timescale.
- Lead all aspects of contractual changes from recruitment to termination, including pensions, pay and leadership awards, flexible working requests and statutory entitlements to include maternity/paternity/adoption/shared parental leave of absence and maternity risk assessments.
- Ensure all probationary paperwork is issued and completed in line with the Probationary policy.
- Oversee the appropriate management of job descriptions and personal specifications.
- Lead on HR aspects of the Single Central Record (SCR) ensuring that all DBS, TRA, Section 128 and safeguarding checks are in place and compliant.
- Provide new staff induction paperwork for all staff and ensure these are completed.
- Ensure that all payroll information is provided in a timely manner to the Trust Payroll Officer.
- On a daily basis, be responsible for recording, inputting staff absences onto the electronic record sheet, SIMS and payroll.
- Process all Leave of Absence requests following approval by the Headteacher and input onto the school calendar as necessary.
- Be responsible for monitoring long-term sickness, absence patterns and half pay situations whilst keeping the Headteachers regularly informed.
- Liaise with the Cover Manager as required regarding any short notice, long-term absences and Supply staff.
- Oversee and monitor staff absence by running month reports and that the staff absence management policy is utilised where necessary and proactive strategies are in place and developed to reduce absence in discussion with the Executive Leader and Headteachers
- Oversee the annual performance management process for Teachers and Support Staff, ensuring Trust wide participation.
- Complete statutory returns in relation to HR as and when required such as the completion of statutory and other returns such as the School Workforce Census (SWC) and Gender Pay Gap Report.
- Advise Headteachers and Senior Leaders on occupational health referrals, staff welfare and return to work, long term sick, redeployment, retirement, redundancy and dismissals.
- Lead and oversee HR casework, including disciplinary and grievance procedures, including investigations in liaison with the external HR advisor.
- Deal with complex HR issues, using HR and company knowledge evidencing appropriate decision-making skills.
- Oversee procedures and paperwork for disciplinary, capability and grievance cases.
- Contribute to Trust Board reports and provide reports as required to the executive leaders and trustees on staff related matters.
- Support and advise staff on all aspects of their employment
- Produce the Staff Handbook for Wildern School
- Work with the Executive Leader and Headteachers on staff wellbeing across the Trust, to ensure we continuously enhance our offering to staff. Ensure embedment of the Trust wellbeing programme, including the private health care offer.

- Ensure that all duties and services provided are in accordance with the relevant HR Policies within the Trust including Safer Recruitment and Employment, Equality, Probationary, Disciplinary, Grievance, and Capability and the Equalities statements and objectives for each school.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

Leadership and Management:

- This post has direct line management of the HR team, currently consisting of Trust HR & Recruitment Officer and Trust Payroll Officer.
- Undertake Individual Performance Plan (IPP) for all colleagues within the team

Policies and Procedures:

- Ensure effective implementation and embed all relevant HR policies and procedures across all schools.
- Perform annual reviews of policies to ensure they remain fit for purpose.

Professional Development:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- To maintain a working knowledge of HR legislation, safeguarding (KSCIE) and equality law
- Keep up to date with developments and legislation regarding terms and conditions of employment relating to Education employment for Teachers (Teachers Pay & Conditions) and Support Staff (EHCC07)
- Attend briefings as required and participate in professional development opportunities
- Undertake safer recruitment training

NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Trust HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Executive Leader.

Date Prepared: 30th June 2022

Prepared By: Executive Headteacher

Date Reviewed:

Reviewed By: