



Twyford Church Of England Academies Trust

"I have come that you might have life &
have it to the full" John 10 v10

Job Description

Job Title:	HR Manager
Grade:	Grade 14
Line Manager:	Director of Finance and Operations
Supervisory Responsibility:	Senior HR Advisor, HR Advisor & Teaching School Assistant, HR Advisor
Hours:	<i>Full-time (35 hours/week, 52 weeks/year)</i>

Main purpose of the job

To manage the HR team in the delivery of a comprehensive HR service to a Trust of four schools.

1. To provide high quality HR advice to the Trust, the Executive Team and senior managers on employee relations and the management of the HR caseload; advising managers on the terms and conditions of employment and HR best practice
 2. To manage the HR team in acting as first point of contact for staff HR enquiries
 3. To manage and co-ordinate the recruitment of staff for all Trust schools
 4. To manage all pre-employment activities for new staff and oversee the induction process
 5. To ensure staff members are paid accurately and on time
 6. To maintain and develop all HR recording, monitoring and reporting systems
 7. To support effective staff development
 8. To line manage the HR team
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Main responsibilities and tasks

- 1. To provide high quality HR advice to the Trust, the Executive Team and senior managers on employee relations and the management of the HR caseload; advising managers on the terms and conditions of employment and HR best practice**
 - To advise the Trust, the Executive Team and senior managers on all matters relating to the Trust's HR strategy and policies, in conjunction with the Director of Finance and Operations.
 - To provide advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the requirements of the Trusts' policies, HR best practice and employment legislation.
 - To provide guidance on the management of cases involving a range of issues and degrees of complexity/risk.
 - To manage investigations, disciplinary and grievance matters, in conjunction with the Executive Team, senior managers and the Trust.

- To ensure due process is followed, and to work with the Senior Clerk to the Board of Directors on procedural matters as needed. To provide summary reports to the Trust as required.
- To seek additional and specialist HR, legal or financial advice as required for complex and high risk cases.
- To work with senior managers to ensure all Trust staff are able to carry out their roles effectively and efficiently, develop strategies to support the management of work-life balance, and to seek advice from Occupational Health specialists, as required.
- To record and monitor sickness and absence levels, and provide regular management reports to the Trust.
- To assist with the annual review of Trust policies and strategies on staffing matters and report to the Trust on any recommendations for change.
- To administer a job evaluation system to ensure that similar support staff jobs are paid on the same grade.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the Trust.

2. To manage the HR team in acting as first point of contact for staff HR enquiries

- To be a first point of contact for staff with HR queries, and deal with them in a timely manner.
- To oversee the provision of counselling and support for staff, including for performance-related or stress-related challenges, seeking specialist help when required.
- To liaise with union representatives over particular cases, as required.
- To respond to staff queries about pay, benefits and other terms and conditions of employment.

3. To manage and co-ordinate the recruitment of staff for all Trust schools

- To advise on and develop the Trust's staff recruitment systems, practices and procedures.
- To coordinate the business cases for new staff with Associate Headteachers and the relevant department heads.
- To write, or assist in developing, Job Descriptions and Person Specifications.
- To arrange advertising and handle queries from potential candidates.
- To organise and schedule interview days (which include panel interviews, teaching and observing lessons, school tours), book rooms and refreshments, and liaise with candidates prior to the day.
- To advise on interview questions and evaluation criteria, design presentation questions, and participate in interview panels when requested.
- To maintain records of the candidates, short-listing and final evaluation processes, as needed.
- To provide feedback for unsuccessful candidates.
- To maintain the Trust's 'resource bank' of Job Descriptions and Person Specifications, and of interview activities and questions.
- To be responsible for ensuring compliance in terms of safer recruitment and other relevant legislation, and to monitor developments in the field.
- To liaise with the Head of Teaching school over the recruitment and management of the School Direct ITT programme.
- To liaise with and maintain strong commercial relationships with key recruitment and supply agencies.

- 4. To manage all pre-employment activities for new staff and oversee the induction process**
 - To prepare and send appointment letters and related documentation.
 - To manage all pre-employment checks, ensuring the collection of references, DBS check, medical questionnaire, qualifications, and others as required.
 - To advise on, and action where appropriate, the applications for Certificates of Sponsorship for visa applications if necessary.
 - To order and issue contracts of employment, and ensure these are agreed and signed.
 - To manage the appointment, employment contracts and contract renewals for peripatetic staff.
 - To ensure new employees are established on all school systems (including payroll).
 - To co-ordinate the review of probationary periods with senior management, and identify in due time (at least 1 term in advance) all employees who are contractually due to leave due to retirement or the expiry of fixed term contracts.
 - To oversee/monitor the operation of the induction policy and contribute to a smooth induction process by attending to HR-related matters on behalf of new staff.

- 5. To ensure staff members are paid accurately and on time**
 - To liaise with the external payroll service to ensure any changes in terms and conditions which affect staff pay are notified in a timely manner, and to check monthly payroll reports to ensure changes are accurately reflected as soon as possible.
 - To prepare letters to staff, on behalf of the Executive or Associate Head-teachers, to ensure staff receive confirmation of any changes affecting salary or other terms and conditions of employment.
 - To record temporary payments (e.g. overtime) in the payroll system.
 - To notify the Finance Department of relevant changes.
 - To ensure all staff have an Annual Statement of Salary, and that a copy is kept on file.

- 6. To maintain and develop all HR recording, monitoring and reporting systems**
 - To maintain and develop all recording, monitoring and reporting processes and systems for HR data, and to advise on any potential move to new HR or payroll services or systems.
 - To ensure accurate and timely completion of HR Quarterly Reporting.
 - To maintain an up-date Trust database to ensure all HR and payroll-related information is captured (e.g. pay grade, maternity pay, sick pay, unpaid leave, etc.) Staff data is currently held in SIMS and iTrent.
 - To ensure data is up-to-date and accurate and to generate the annual Workforce Census, in conjunction with the Data Team, for submission to the Department for Education.
 - To maintain the Single Central Record for pre-employment checks (including DBS checks).
 - To advise on, maintain and update the Staff Employment Handbook (including on-line versions using Virtual Learning Environment / VLE).
 - To be conversant with the requirements of the Data Protection Act, manage staff data accordingly, and provide appropriate support and guidance to line managers.

- 7. To support effective staff development**
 - To act as an advocate of good quality performance management for non-teaching staff, and ensure that the capability of Trust managers in this area is enhanced over time.
 - To design and implement, in conjunction with the Head of Finance and Operations, an inclusive programme of training and development for school business management staff.
 - To support school business managers to design and implement training and development for team members.
 - To liaise with the Head of Teaching school to ensure staff development and support

programmes for teaching staff are consistent across all schools, deliver the Teachers Standards, Early Careers Framework and provide access to NPQ programmes.

- Liaise with Executive Team to ensure performance management and pay progression systems are consistently applied across all schools.

8. To line manage the HR team

- To undertake the day-to-day management of the HR team in accordance with the job description, and by prioritising workloads, to ensure that objectives are met.
- To ensure any new HR staff are trained effectively, and to support career and work-related skills development.
- To provide support / cover where necessary.
- To ensure annual performance review procedures are undertaken according to the set timescale and that subsequent work-related skills development and training is undertaken, as appropriate.

9. Other Duties

- To promote the Trust Development Plan, aims, objectives and ethos to other colleagues in the school and external agencies.
- To manage the HR budget (primarily recruitment costs).
- To support team working and assist other Finance and Operation team members.
- To monitor employment legislation (e.g. employment protection, redundancy, equal opportunities, etc.) and nationally/locally agreed terms, including changes to pensions, and changes to Teachers Pay & Conditions, and the equivalent for non-teaching staff. To advise the Head-teacher and Trust of the need to comply with any new legislation, and recommend routes to satisfy the requirement.
- To carry out surveys of staff views on conditions of service, and Trust policies and procedures, and feedback to the leadership team.
- To ensure exit interviews are arranged for all staff leaving the Trust, and that staff leavers are removed from school systems.
- To be aware of and comply with the School's policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To act confidentially and with due regard for the sensitivity of the information handled.
- To take ownership of your personal professional development, including through professional organisations such as CIPD, Trust-based training, other learning activities, routine 1:1's and annual performance reviews.
- To undertake similar duties, commensurate with the level of the post, as directed by the Director of Finance and Operations or the Head-teacher.

Key measures of success

- Effective management of HR issues, measured qualitatively through staff and SLT feedback, and quantitatively through rates of sickness absence and turnover of employees.
- Provision of high quality advice, and up-to-date professional knowledge, to ensure that the employment caseload is managed compassionately yet effectively – a key measure will be avoiding any Employment Tribunals.
- Successful recruitment practices – a key measure is that a high calibre candidate is secured on the day, and that over the longer term candidates are a 'good fit' ensuring that staff turnover is at appropriate levels (to refresh and reinvigorate, but not disrupt student's education).

- Up-to-date HR systems - a key measure will be that staff members are paid accurately every month.
- Successful line management practices (demonstrated through high morale, positive team working, staff development, etc.)

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
Educated to degree level or higher	✓	
An HR qualification (CIPD)	✓	
Full CIPD membership		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Sound knowledge of employment law, including the Equality Act 2010, and data protection legislation	✓	
Fully conversant with, and an advocate of, HR best practice	✓	
Knowledge of both Teachers' and Local Government employees' Pay and Terms & Conditions of Service	✓	
To have worked within an HR, payroll, training or related position for 3 – 5 years	✓	
Experience of staff development and understanding of effective performance management; ability to performance manage others	✓	
Experience of working in an environment where due regard for confidentiality and discretion is paramount	✓	
Experience of financial planning and / or project management		✓
Experience of working in the public sector or education sector		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to work autonomously and flexibly (manage own time, take full responsibility for work)	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Excellent communication skills - able to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to build strong and effective relationships with others - demonstrating influencing, persuading, coaching and negotiating skills	✓	
Demonstration of discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 14, scale points 44 - 46. The full-time salary (52-week contract) is £49,968pa - £51,978pa. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Weeks of work:

Full-time: comprises 52 weeks, with annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service and an additional 3 days after 10 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

Hours of work:

The working week is 35 hours. Core working hours are 7 per day, plus a half hour lunch break, as agreed with the Director of Finance and Operations.

Place of work:

The role is primarily based at Twyford CE High School, though may require working at any other Trust school.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme can be found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.