



## Job Description

### HR Manager

<b>Responsible to:</b> CEO	<b>Grade:</b> 11
<b>Hours:</b> We are open to discussions about flexibility and working hours	<b>Duration:</b> Permanent
<b>Main Location:</b> Hybrid / Bartholomew School	

**Context:** Under the guidance of the CEO, this role will be responsible for continuing to assist in the development and co-ordinate a central approach to all aspects of HR in the Trust with the support of an external HR consultant and overseeing the monthly payroll for the Trust.

#### Human Resources

- Act as a first point of contact for HR queries within the Academy, providing information, support and guidance to line managers and staff on HR policies and procedures ensuring policies, current legislation and best practice are complied with.
- Work with the CEO/external HR Consultant to review and update Trust wide policies as required.
- To identify areas for improvement in processes and procedures to ensure the HR function and services are continually improved.
- On behalf of line management, liaise with the HR consultant for advice on complex HR issues.
- Attend formal staff meetings with line managers to advise on policy and take notes.
- To support the management/implementation of HR projects providing regular progress updates.
- Management of family related leave and pay and employee correspondence including maternity, adoption, paternity and shared parental leave.
- Keep staff up to date as required of relevant HR, Payroll, Admin information or news via email/newsletters/notices as appropriate and arrange HR, payroll, pension etc. training or awareness.
- Liaising with senior leaders and line managers in respect of service and performance related pay progression and annual salary statements.
- Liaising with Trust safeguarding team regarding SCR.
- Working closely with the Operations Manager.

#### Payroll and Pensions

- Manage the Academy Payroll Manager and HR & Payroll Assistants.
- Work with the payroll team to support schools with complex payroll and pension related activities.
- Approve claims and changes to payroll and ensure that HR policies and procedures are followed.
- To be responsible for the preliminary checks to review payroll for accuracy each month.
- Undertake regular reviews to ensure the payroll is accurate.
- Work with Finance Manager to ensure HR implications including staff resignations, recruitment, long term absences are considered in the workforce budget and budget forecasts.
- Manage pension queries.

#### Staff Absence

- Support Heads and line managers with absence management processes in line with EPA Sickness Absence, Maternity/Paternity and other absence management Policies.



- Work with schools to proactively deal with ill health and absence concerns to reduce the impact of absences on the school.
- Be main link with Occupational Health provider and support schools to work with them regarding pre-employment checks and referrals.
- Oversee the monitoring and recording of leave as appropriate and in accordance with the Trust Policy.
- Promote welfare schemes such as the Employee Assistant Programme.

**Reporting**

- Prepare reports such as HR Key Performance indicators and use these to support Heads with absence management.
- Prepare other statutory HR/payroll reports as required by DFE, ESFA and Office for National Statistics.

**Recruitment**

- To either lead on or support Heads and line managers with their internal and external recruitment campaigns including support with developing job descriptions, advising and arranging appropriate recruitment advertising and providing guidance with the short listing, selection and offer processes to ensure high calibre staff are recruited in a timely manner.
- Ensure all recruitment is undertaken in accordance with safeguarding policies and procedures.
- Ensure that line managers carry out all new staff inductions and probationary reviews.
- Lead on the recruitment of staff in the Trust Central Team and maintain staff files and training records.

**Qualifications and Experience**

<b>Qualities</b>	<b>Essential/Desirable</b>
<b>Experience</b> HR Experience within a school or public/charity sector Knowledge of HR/recruitment best practice Management of administrative systems	D E E
<b>Qualifications &amp; Training</b> Significant evidence of HR training Very good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Working knowledge of relevant policies/codes of practice/legislation Be able to work on your own initiative and have excellent organisational skills Strong ICT skills and be able to use a HR database and Microsoft Office products Develop positive working relationships with colleagues at all levels across the Academy as well as external stakeholders. Ability to improve processes and procedures that lead to better ways of working. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	D D E E E E