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| **Job Description** | | | |
| **Job Title** | | HR Manager | |
| **Department** | | Central Team | |
| **Grade** | | Salary: ST Range 7 point 34 to Range 8 point 45, £36,785 to £47,762 FTE per annum | |
| **Contract** | | Permanent. 37 hours per week, 43 weeks per year. | |
| **Place of work** | | Stephenson MK Trust, working across school sites to include Stephenson Academy, Bridge Academy, Milton Keynes Primary Pru. | |
| **Responsible to** | | Chief Executive Officer | |
| **Responsible for** | | Human Resources across the Trust, HR Assistant | |
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| **Job Purpose Statement** | | | |
| The HR Manager role sits at the heart of this vibrant Trust. The position requires a strong HR Generalist who  can work autonomously using their own initiative with a professional, approachable, manner.  The post holder is responsible for leading the HR function across the Trust (3 schools) which together employ up to two hundred staff. Reporting to the Chief Executive, the HR Manager will have responsibility for strategically leading and directing our responsive, effective and professional HR function. The role will include the full portfolio of professional HR services including policy development, compliance, contract management, recruitment, employee relations, absence management, retention and professional development within the Trust.  You will work closely with executive leaders, principals and staff who are responsible for delivering HR services across the Trust, providing professional and pragmatic advice on all aspects of people management, reflecting current employment legislation and good practice. | | | |
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| **Key Responsibility Areas** | | | |
| **HR Policy and Statutory Compliance (including Safer Recruitment):**   * Lead on the review and development of HR policies, as required, in accordance with the Trust’s policy review timetable, taking account of changes in employment law, statutory guidance, ACAS codes of practice, the education environment and legal compliance. * Ensure that HR policies, processes and practices support health and safety compliance. * Provide professional and pragmatic advice on all aspects of people management, reflecting current employment legislation and good practice, to the CEO, Principals and line managers. * Present recommended policy amendments to the CEO and Governing Board for approval. * Engage on behalf of the Trust with staff and representatives of recognised trade unions in all aspects of HR policy consultation, as required, and to feedback results of consultation to the CEO and Governing Board. * Manage the School Central Record, and supporting documents, for all Trust Academies and the Central Services Team. * Be responsible for the completion and submission of the School Workforce Census. * Ensure compliance with the Law, KCSIE guidance and Trust policy on DBS and Barred List checks, as required. * Support Trust safeguarding Audits and Ofsted Inspections as required. * Regularly review and update the Trust Staff Handbook to ensure legal compliance and provide support and guidance to Academy Leaders on its application. * Ensure all HR related information, across all academies, is accurate, consistent and up to date. * Keep up to date with developments in employment legislation, ACAS and other statutory guidance (e.g. safer recruitment practices) and human resource professional best practice. * Monitor and review the Trusts HR strategy, ensuring it meets the Trusts development plan objectives. * Monitoring of new starter safeguarding training and induction, ensuring that all staff and stakeholders complete mandatory training (e.g. safeguarding) in a timely manner.   **Employment Particulars:**   * Regularly review the Trust’s standard terms and conditions of employment for Teachers and Support Staff, ensuring that they are compliant with employment law and written in line with national agreements on terms and conditions of service (e.g. School Teachers Pay and Conditions, ‘Burgundy Book’ and National Joint Council ‘Green Book’) and best practice recommendations. * Lead on the issue of employment particulars to new staff, ensuring that statutory periods for issue of the statement of particulars are met. * Monitor fixed term contracts ensuring timely renewal/termination in consultation with Trust and academy leaders. * Provide support and guidance to Trust staff at all levels to ensure full comprehension of, and compliance with, their terms and conditions of employment.   **Employee Relations:**   * Proactively support the Principals, CEO, and line managers to manage Employee Relations cases ranging from Disciplinary, Grievance & Capability/Performance, to Absence Management, Redundancy, restructuring, staff wellbeing, maternity/paternity. * Co-ordinate appropriate external legal or professional advice where required. * Arrange and attend such meetings in an advisory capacity as required. * Support senior staff with the provision of management information relating to staff absences in support of the Trust’s absence management policies. * Develop an effective approach to absence management, putting support in place to reduce the risk of long-term absence, supporting line managers and leading meetings with staff, as required. * Report areas of non-compliance or breach of procedures to the CEO. * Provide strategic advice and management support to the development and implementation of staff well-being strategies.   **Recruitment and Onboarding:**   * Manage all aspects of the Trust’s recruitment of staff in accordance with the Trust’s recruitment and safeguarding policies, including (but not limited to) advertising, the management of applications, references, pre-employment checks, interview management and attendance, preparation of employment particulars. * Support recruitment and selection processes including drafting job descriptions in consultation with departmental managers, salary benchmarking, advertising, shortlisting and interviewing. * Train, support and guide Academy leaders through recruitment and selection processes and monitor their compliance with the Trust’s policies and KCSIE guidance. * Continuously review Trust recruitment processes to maximise efficiency of the onboarding process and deliver best practice. * Provide support to Trust and Academy leaders through liaison with employment agencies to support short term vacancy management. * Manage Trust talent pools and succession planning to contribute to robust staff and business continuity plans. * Ensure compliance with immigration rules regarding all employee’s (existing and new) right to work in the UK and all necessary documentation is in place. * Facilitate efficient on-boarding of new personnel including induction, contracts and advice on employee benefits.   **Equality, Diversity and Inclusion:**   * Support Trust leaders to develop and drive forward its equality, diversity and inclusion strategies and action plans to ensure that the Trust is seen as an inclusive employer where opportunities are truly equal. * Contribute to strategic discussions on EDI as required. * Be the Trust’s EDI champion, contributing to all HR aspects of the Trust’s Public Sector Equality Duty reviews, accessibility arrangements and promoting and celebrating equality and diversity across the Trust. * Provide recruitment and other relevant information to Trust leaders which measures the performance of the Trust in terms of equal opportunities and inclusivity.   **HR Information Systems Management and Reporting:**   * Lead the development and implementation of the Trusts HR Information System, managing all aspects and supporting personnel filing systems, ensuring that information is collated, entered, validated and systems maintained on a timely and accurate basis and that appropriate audit trails exist for all recruitment and personnel decisions. * Ensure all current staff and new starters are trained on how to use the HR Management Information System effectively and how to follow associated processes and procedures. * Provide HR reports to the CEO and Governing Board as required to ensure that regular updates are provided on all aspects of people management, including Employee Relations matters, equality, diversity and inclusion, attendance and absence Management, workforce planning, recruitment and retention, safer recruitment, policy and legal compliance, performance appraisal and continuing professional development. * Support the Trust’s Data Protection officer with the timely completion of data protection impact assessments on implementation and review of any new HR management information systems.   **Training and development:**   * Co-ordinate the Trusts professional development program to include succession planning for all staff, collaborating closely with staff to ensure that needs are prioritised and addressed, and that accurate records of training are kept. * Work alongside the CEO and Principals to identify the training needs of employees across the organisation. * Work alongside the CEO and Principals in the development of an organisational training plan to address training and development priorities. * Work alongside the CEO and Principals on the design of performance management processes, including the development of an appraisal process and policy.   **Team Leadership:**   * Line manage the HR Assistant. * Promote the Trust vision and values. * Act as an ambassador for the Trust, promoting the Trust within member schools and external parties. * Coaching and influencing staff and volunteers across the Trust to maximise performance.   **General:**   * Liaise with payroll bureau, pension providers and finance team to ensure payroll is processed accurately. * Contribute to the delivery of the Trust’s Strategic Improvement Plan by designing tasks and projects, which focus on developing and retaining staff. * Undertake HR projects, as required by the CEO (e.g. pay and incentive reviews). * Facilitate cyclical review and update of HR documentation. * Responsibility for safeguarding and promoting the welfare of children at the Academy. * Report on key HR metrics/KPIs. * Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. * Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Trust. * Carry out other relevant duties as may be reasonably requested by the CEO commensurate with the pay and grade of the post. | | | |
| **Organisational Chart** | |
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| **Summary** |
| Every effort has been made to explain the main duties and responsibilities of this post, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job description.    As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.    Should significant changes to the job description become necessary, the post-holder will be consulted and the changes reflected in a revised job description.  **Stephenson (MK) Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.** |

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| **Person Specification** | | |
| This section describes the knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | |
|  | | **Essential/**  **Desirable** |
| **Education & Qualifications** | * CIPD qualified. | E |
| * Degree or equivalent level qualification. | D |
| * Up to date safeguarding and employment law training and a commitment to continuing professional development of self and the HR team. | E |
| **Experience** | * A significant and proven working knowledge, experience and understanding of HR, preferably within a school or MAT environment. | E |
| * Experience of managing a high level of varied and complex HR casework within a unionised environment | E |
| * Experience of managing TUPE transfers, restructures and redundancies. | E |
| * Experience and understanding of safeguarding within Education HR. | E |
| * Experience of various terms and conditions of employment within a school environment. | D |
| * Experience of using HR Information Management Systems. | E |
| * Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies. | E |
| * Experience of managing a number of HR related SLAs including occupational health, employee benefits, recruitment advertising, legal services, payroll and pensions. | D |
| **Personal Qualities** | * Demonstrating visible leadership by example, with an enthusiastic commitment to the vision and values of the Trust. | E |
| * Communicate effectively and develop positive relationships with all stakeholders. | E |
| * High level of self-awareness, personal integrity and credibility; ability to engage and command the confidence and respect of others quickly. | E |
| * Ability to maintain confidentiality. | E |
| * Ability to travel to multi-site locations across the Trust. | E |
| * Flexible in managing, planning, and executing workloads in a busy environment. | E |
| * Ability to demonstrate an understanding of safeguarding and a commitment to safeguarding children and young people. | E |
| **Skills** | * Excellent leadership, coaching and people management skills | E |
| * Pragmatic approach to problem solving. | E |
| * Commitment to professional development and self-learning. | E |
| * Ability to understand requirements and identify simple ways to meet these without unnecessary complexity. | E |
| * Effective inter-personal skills including tact, diplomacy and negotiation. | E |
| * Efficient in the use ICT – for example Microsoft Office. | V |
| * People management skills, demonstrating ability to delegate tasks and support team to achieve the best possible outcomes. | E |
| * Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines. | E |
| * Excellent oral and written communication and influencing skills. | E |