

Job description

Job title:	SET HR Manager
Grade:	H8
Hours:	37 hours per week, term time only + INSET + 2 weeks
Reports to:	Chief Operations Officer
Based at:	SET offices at Samuel Ryder Academy, St Albans

Job Purpose

To deliver a high-quality HR service to the Trust and its schools. To manage the HR admin team and oversee their administrative support of schools. To support and promote staff wellbeing.

Core Purpose

To provide an effective and efficient generalist HR management service ensuring that the Trust and its schools are compliant with employment law terms and conditions of service and best practice.

To provide advice and guidance in line with our HR policies and procedures, SET contracts of employment, national/local conditions of service, employment law and ACAS code of practice.

To support HR management strategies, which balance the needs of individual schools and support the delivery of the strategic leadership team, people plan objectives and the Trust / school development plans.

Key Accountabilities

1. To support the CEO, COO and Headteachers with HR advice with regard to all HR and employment law matters to ensure compliance and to support effective management decisions.
2. To be responsible for all HR activities.
3. To ensure that all Trust HR related policies and procedures are kept up to date in liaison with the COO.
4. To manage each school's recruitment and wellbeing budget in liaison with the Headteachers.
5. To line manage roles as indicated above.
6. To maintain an accurate single central record on behalf of the Trust Board and governors to meet OFSTED standards and safeguarding requirements

Key Tasks

1. To provide initial telephone, email advice and to support virtual and on-site school meetings to effectively manage HR risk and embed good people practice.
2. To give advice and support on a range of HR issues, including disciplinary, capability, absence, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, sickness, risk assessments, trade unions and other HR related matters.
3. To be responsible for the completion of all HR related paperwork ensuring that it is correctly authorised and accurately submitted by the HR Assistants.
4. To keep up to date with HR/employment legislation changes through the use of publications, internet, and the Trust's HR advisors and legal team.
5. To provide advice and support to all Trust staff showing professionalism, compassion and integrity at all times.
6. To maintain up to date HR policies ensuring their timely review and once agreed publication to staff.
7. To be responsible for all aspects of the internal and external recruitment process within the Trust to ensure vacancies are filled with high quality staff.
8. To support the management of the recruitment budget for the Trust and its schools, ensuring best value at all times.
9. To ensure that the Trust and its schools follows the correct safeguarding procedures with regards to the recruitment of staff.
10. To ensure the accurate maintenance of the Single Central Record on behalf of the Trust Board and local governing bodies. Ensuring a meaningful audit process is in place to meet requirements.
11. To develop and embed absence management good practice and expertise, including the utilisation of the Occupational Health provider, external partners, Employee Assistance Programme (EAP) services and maximising the use of internal wellbeing resources.
12. To manage and report on staff absence for the whole Trust in accordance with the Health and Attendance Policy.
13. To support line managers to have effective management conversations with staff.
14. To provide reports on and the use of HR data and metrics, such as succession planning, turnover, performance management, gender, sickness; ensuring reports are accurate and timely for the COO to share with the schools' local governing bodies and Trust Board once a term.
15. To oversee the administration of the Performance Management process ensuring that staff are given a Performance Management review and that an online or paper trail is completed and filed accordingly.
16. To organise or hold exit interview meetings across the Trust. To analyse and report on the data annually; feeding back on themes to the COO and/or Headteachers as appropriate.
17. To ensure that probationary periods are managed effectively for all new support staff according to our policy.
18. To review performance management to identify common across the Trust training requirements and feedback as appropriate to leaders.
19. To support the TUPE process during academy conversion(s), working alongside legal and other HR support.
20. To oversee the management and submission of the annual Department for Education (DfE) workforce census.
21. Line management of the HR Admin Assistants.
22. To work effectively with the Payroll Manager ensuring that the HR department supports payroll in its function promptly and accurately.
23. To be a member of the across-Trust Staff wellbeing committee.
24. To provide support to the COO as required.
25. Any other appropriate tasks as required by the COO or CEO.

General responsibilities

1. To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
2. To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
3. To be responsible for your own continuing self-development, undertaking training as appropriate
4. To attend and contribute to relevant management meetings within the SET team and Trust as and when required.
5. To undertake other duties appropriate to the grading of the post as required

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the COO/CEO to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Person Specification

Trust Specific (all staff)

- Excellent communication skills and the ability to communicate effectively at all levels - Essential
- Ability to organise and prioritise tasks effectively - Essential
- Ability to use initiative – Essential
- Ability to work well under pressure - Essential
- Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Trust – Essential

Role specific

- Experience of dealing with HR related issues – Essential
- A recognised HR qualification – Desirable
- Experience of recruiting staff, and an understanding of how the recruitment process works specifically within a school environment – Desirable
- Previous experience in managing/organising a team – Essential
- Experience in dealing with confidential matters - Essential