

## JOB DESCRIPTION

**Job Title:** HR Manager [Graveney Trust]

**Main Purpose of Post:**

To be the lead HR professional for the Trust including leading the HR team, ensuring that all HR procedures are appropriate, and compliant with employment regulations and legislation, ensuring that they meet the Trust's specific expectations and requirements. This will be achieved by working in close partnership with the Chief Executive, Executive Principal, Vice Principals, Headteachers and SLT.

To have a clear understanding of and a practical approach to all day to day operational matters and associated challenges.

To advise and support senior and middle managers with expert professional input on anything pertaining to HR.

To be proactive and encourage best practice models to be adopted and adhered to, ensuring that managers understand and comply with Trust policies including the fair and consistent treatment of all employees.

To be aware of all diversity guidance and to promote this in a healthy, positive and consistent way.

To be up to date with all statutory employment legislation and to be able to implement systems to ensure compliance in this respect.

To be able to provide up to date, accurate and informative data in a timely fashion.

To manage the HR team 1 x Human Resources Officer [AYR] P/Time HR Compliance and Systems Officer [AYR] 1 x P/Time HR Administrator [TTO]

**Responsible to** Executive Principal

**Close Functional Relationships** CEO, Executive Principal, Headteachers, SLT and middle managers, Line Managers, Finance Team

### TASKS

1. To be responsible for ensuring that all school HR policies are kept up to date and in line with changing legal and other statutory requirements and to advise managers and employees on the application of those policies
2. To manage and oversee the recruitment and selection process, adhering to legislative, safeguarding and compliance checks
  - Reviewing and agreeing Job Descriptions prior to recruitment process
  - Drafting advertisement in liaison with Headteachers, Senior Leadership, Heads of Department
  - Ensure timescales for recruitment is undertaken within an effective time frame
  - Ensure appearance of all advertisements are circulated internally, school websites and other media as appropriate
  - Ensure all recruitment and advertising of vacancies and appointment offers are undertaken in accordance with legislative and procedural requirements
  - To overseeing and managing the Trust's sponsorship licence for Certificates of Sponsorship (CoS). This includes ensuring compliance with the Home Office requirements for sponsoring skilled workers under the UK's immigration system. Administer the CoS application process, monitor and maintain accurate records for sponsored employees, and ensure that all sponsorship duties, such as reporting changes to employee status or employment terms, are adhered to.

3. To oversee arrangements for compliance with all statutory requirements for appointments including
  - pre-appointment compliance and all “on boarding” checks
  - Ensuring offer letters and the preparation and issue of employment contracts and all starting and payroll documentation in a timely manner
  - Preparing and submitting all necessary appointment documentation for employees in
  - Ensure completion of Induction arrangements and data management records are updated
  - Ensure the Probationary Procedures are complied with and follow up action as appropriate with line manager
  - Ensuring that staff data (starters and leavers) is up to date and accurate on systems for all three schools
  - Liaison with IT and other relevant staff to ensure employees have access to the school network, email, google drive and ID entry Cards
4. To ensure that all on-going employment matters are dealt with effectively including:
  - Arrangements for new staff induction, probation, welfare and performance management
  - Maintenance of complete, up to date and confidential storage of personal files for all current and former employees
  - Ensuring the accuracy and proper recording on SIMS/SAM People of personal, contractual and compliance checks
5. To maintain an overview of staffing and organisational changes including changes to staffing structures, new starters and leavers, patterns of employment of casual, hourly-paid and staff on fixed term contracts, and ensuring effective processes for dealing with these arrangements
6. To ensure that data is presented in a timely and accurate manner for management information purposes and to complete a range of statutory returns and management information - ie
  - Schools Workforce Census
  - Collation of staffing and absence data for Governing Body Meetings
  - Performance Management Reviews
  - Sickness Absence Reviews/Occupational Health referrals
  - Data required by Office of National Statistics
  - Workforce Planning
  - Termly Single Central Register [SCR]
7. Ensuring compliance with all relevant data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This includes maintaining the confidentiality, security, and integrity of employee data, ensuring that personal data is processed lawfully, fairly, and transparently.
8. Oversee data access controls, conduct regular data audits, and ensure that all HR processes, such as recruitment, payroll, and performance management, are in line with data protection requirements. The role also involves providing guidance to the HR team and other departments on best practices for data protection and supporting employees' rights regarding their personal data and reporting any breaches to the DPO/Governing Body.
9. Adherence to Graveney Trust's 'clear screen' policy, ensuring the security and confidentiality of any device being used is not left unattended; and screens are locked in all circumstances (ie 'switch user'/shut down or equivalent). This includes the sharing of passwords/login details. In addition, employees will not share any school or pupil data with any person or organisation without the appropriate authorisation. Any breaches will be regarded as a serious misconduct under the disciplinary code
10. Advising SLT on the implementation of the range of HR policies and procedures and arrangements for meetings, hearings etc. and clerking these as appropriate
11. Providing advice to Headteachers, SLT/Senior managers on all employee relations matters ie handling grievance, disciplinary, absence management, welfare matters, and organisational changes. Arrange management/governing body hearings and ensure all relevant documentation and case papers are available

12. Monitor employee sickness absences and ensure absence review meetings are undertaken, providing advice to line managers ensuring follow up meetings as appropriate and referrals to occupational health. Advising on and handling sensitive staffing matters. Undertaking and advising on Work Place Risk Assessments obtaining advice from other agencies as appropriate ie HSE, DWP, Occupational Health [WBC]
13. Attend Governing Body Meetings and Staff Consultation Meetings as required
14. To review and update operational procedures ensuring effectively and efficient processing of employee documentation in terms of changes to agreed terms and conditions of service, managing, reviewing, changing and ending contracts of employment in accordance with legislation policy/procedures.
15. Ensure all termination notifications are submitted to Finance Department to avoid any overpayments and Leaver's Checklists are sent out and received. Resignation letters are acknowledged and accurate recording on HR management information system [SAM People]
16. To be fully aware of and understand the duties and responsibilities arising from the DFE statutory guidance, Keeping Children Safe in Education [KCSIE] and school policies relating to safeguarding and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's responsibilities within the Trust.
17. To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.
18. Any other such tasks as responsibilities commensurate with the expectations of this appointment

# PERSON SPECIFICATION

## HR MANAGER

Evidenced by Application details, presentation and/or interview		
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION	A relevant qualification in Human Resources, or a related field.	
EXPERIENCE	<ul style="list-style-type: none"> <li>Proven experience as an HR Manager or in a senior HR role within the education sector, ideally in a secondary school setting.</li> <li>Significant experience in handling a broad range of HR activities including recruitment, employee relations, performance management, and HR policies.</li> <li>Experience of managing and developing a team, with a proven track record of mentoring and coaching HR practitioners.</li> <li>Proven ability to design and implement HR strategies and initiatives that support the aims of the Trust</li> </ul>	Experience of working in a state secondary school
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Employment Legislation</li> <li>Excellent understanding of HR processes, practices, and systems.</li> <li>Strong knowledge of recruitment and selection, legal compliances</li> <li>Proven ability to manage change effectively in line with expectations of the Trust</li> <li>Excellent communication and interpersonal skills, with the ability to engage with people at all levels.</li> <li>Strong analytical skills and resourceful in resolving conflicts and addressing concerns, and identifying solutions</li> <li>Excellent knowledge of safeguarding legislation in particular as it relates to the completing and accurate upkeep of the Single Central Record</li> <li>Sound knowledge of employment law and regulations, with the ability to apply this knowledge to ensure compliance and best practices.</li> <li>Ability to gain quick “wins” and keep everyone happy</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Strong leadership skills with a “hands-on”, can and will do proactive approach to HR management.</li> <li>Ability to build relationships and handle sensitive employee matters with professionalism and empathy.</li> <li>Problem-solving abilities and a resilient, solution-oriented approach to HR challenges.</li> <li>Working with the utmost integrity and professionalism, with a commitment to ethical practices.</li> <li>Ability to work under pressure, prioritise workloads and conflicting demands</li> <li>Effective written and verbal communication skills, with the ability to build good rapport with colleagues</li> <li>Team Player, willing and able to lead by example through assisting with any part of the work of the team as and when required.</li> </ul>	