



Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	HR Manager	Service/Sector:	Children's Services
Band:	Band 7	Workplace:	HMS and QEHS, Part of HLT
Responsible to:	Business Manager	Date:	December 2022
Job Description Ref:	S1598		

Job Purpose:

The HR Manager:

- Provides professional, efficient, and effective HR advice and administration across the Trust in accordance with agreed policies and procedures
- Ensures compliance with all relevant legislation, always maintaining confidentiality and high professional standards
- Advises the Executive Headteacher and senior leaders on HR matters

Resources	Staff	Direct line management of HR Administrative Assistant.
	Finance	Accountable for supporting the planning, evaluating and day-to-day control of the budget in areas of responsibility.
	Physical	Responsible for the accurate recording and security of confidential Trust HR resources including the single central record.
	Clients	Senior Leadership Team, staff, payroll providers, external service providers, LGPS.

Duties and key result areas:

Professional HR Advice

- Provide a comprehensive HR service, including provision of professional HR expertise, advice and guidance to senior leaders, ensuring that advice is in line with Trust policies and best practice.
- Act as the first point of contact and confidential listening post for staff experiencing challenging or emotional situations, providing support and referring the employee to welfare services or external agencies as appropriate.
- Provide senior leaders/employees advice on short- and long-term absence to support a return to work including occupational health referrals, counselling, phased return, workplace adaptations, working day adjustments.
- Manage redundancy strategy in conjunction with the Executive Headteacher and senior leaders.
- Advise the Executive Headteacher and senior leaders on pay and terms and conditions of service
- Work with the Executive Headteacher and senior leaders to create and review HR Policies ensuring statutory and legal compliance and incorporating HR best practice and manage the implementation of the Trust's HR Policies and Procedures.
- Work with senior leaders on staff induction and ongoing training, and support the Trust and its schools in the coordination and management of training programmes and records.
- Advise on and support in disciplinary and grievance hearings.

Management of HR Administration

- Ensure the effective administration of HR information systems, including all employee records, ensuring compliance with GDPR and legislation.
- Provide HR data for trustees and senior leaders.
- Monitor compliance with the Trust's Sickness Absence Policy and Procedures and advise senior and middle leaders at formal sickness absence meetings and investigate cases that require formal action.
- Take responsibility for the submission of accurate HR information for payroll, and work with the finance



team on payroll and pension processes.

- Manage the Single Central Record for the Trust, and ensure that all staff, visitors and those in regulated contact have the appropriate DBS checks and safeguarding requirements are complied with. Take responsibility for the HR element of the School Workforce Census for schools within the Trust.
- Administer the implementation of the Trust's Code of Conduct for staff and volunteers including the annual register of staff interests, applications for secondary employment, etc.
- Develop and monitor systems and processes for managing sickness absence, annual leave, and leave of absence requests, and ensure they are effectively used by all staff and line managers.
- Implement staff wellbeing initiatives as directed by the Executive Headteacher and senior leaders.
- Provide briefing and training sessions for senior and middle leaders on HR issues to enable the development of effective people management skills.
- Support the Executive Headteacher with the collation of information relating to the annual appraisal and salary review process for teachers, and the Business Manager with the collation of information relating to the annual appraisal process for support staff.
- Monitor performance management, disciplinary and grievance processes for staff across the Trust in conjunction with the Executive Headteacher.
- Undertake staff risk assessments including for staff who are pregnant, have mental health needs or a disability to ensure their safety and wellbeing and provide advice to managers on any required adjustments to the environment or working practices.

Recruitment

- Manage and co-ordinate the recruitment process in accordance with the Trust's Recruitment and Selection policy and in accordance with Keeping Children Safe in Education. This includes the drafting of job descriptions/person specifications and preparing paperwork for submission for job evaluation to the Trust's HR provider, drafting candidate information packs/job adverts, placing adverts in print and web media, arranging shortlisting/interviews, communicating with applicants and handling reference requests. Participate on interview panel when required.
- Manage pre-appointment checks for staff and volunteers and co-ordinate the preparation of paperwork.
- Co-ordinate induction of new staff and volunteers, including ensuring relevant policies and codes of conduct are signed and the required training undertaken.
- Quality assure Trust recruitment process and ensure compliance with legislative requirements.

Finance & Budget Management

- Work with the CFO and Business Manager in the procurement of HR services including staff absence insurance and contracts for recruitment advertising, DBS checks and occupational health services, ensuring value for money is achieved.
- Liaise with the CFO to ensure the financial implications of all staffing changes are accurately reflected in the budget.
- Work with senior leaders and the Executive Headteacher to manage staff cover costs for the Trust.
- Implement and deliver robust financial control procedures for the areas of responsibility in line with legislation and the Trust's Policies.

General

- Represent Hadrian Learning Trust on external bodies and partnerships as required.
- Actively respond to internal and external audit, including providing all information requested by auditors and implementing responses to recommendations raised.
- Ensure statutory reporting (e.g. to DfE, Local authority) is in line with applicable regulations and is completed in a timely and professional manner.

The duties and responsibilities highlighted in this job description are indicative and may vary over time to include



any other duties as appropriate to the grade of the post as requested by the Executive Headteacher.

Hadrian Learning Trust expects all staff to be committed to safeguarding and promoting the welfare of children and young people. To do this staff must attend all offered child protection and safeguarding training without exception and read all relevant policies.

Work Arrangements

Transport requirements:	Required to use own transport on occasion both within and out-with the County.
Working patterns:	Normal hours but also need to work 'out-of hours' as necessary.
Working conditions:	Normally indoors.

PERSON SPECIFICATION

Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Educated to, or willing to work towards, CIPD Level 5 Intermediate Certificate in Human Resource Management (or equivalent) Understanding of the effective use of ICT systems and business processes Awareness of the statutory and procedural requirements of employment law including contracts of employment, sickness absence, disciplinary, redundancy, contractual change etc Understanding of the role of HR in enabling school improvement priorities to be met 	<ul style="list-style-type: none"> Training in safer recruitment in schools. Thorough knowledge of the terms and conditions of employment for teaching and support staff within the context of schools including the School Teachers' Pay and Conditions Document, Burgundy Book and Local Government Services' Green Book 	
Experience		
<ul style="list-style-type: none"> Experience of managing a team Experience of taking the initiative and self-motivation. Experience of Human Resources processes and systems Experience of payroll processes and systems Experience of undertaking key HR administrative processes such as recruitment, pay and absence Experience of drafting, job adverts, job descriptions/person specifications and correspondence. Successful track record of advising staff and managers about terms and conditions, implementation of HR policies, appraisal etc. Experience of successfully developing administrative systems and processes Experience of dealing with a range of stakeholders to achieve desired outcomes and impact 	<ul style="list-style-type: none"> Previous experience of developing and delivering an effective HR administration service Previous experience of working in a school setting Previous experience of scheduling and deploying staff Previous experience of note-taking and advising at investigatory interviews and hearings Previous experience of undertaking risk assessments Evidence of service improvement to achieve efficiency savings and customer-focused improvement 	
Skills and Competencies		
<ul style="list-style-type: none"> Excellent communication and interpersonal skills Listens, consults others and communicates clearly Skilled in writing clear and logical reports Adept at planning and prioritising resources, 	<ul style="list-style-type: none"> Ability to lead and deliver training 	



<p>including own time</p> <ul style="list-style-type: none"> • Excellent organisational skills and knowledge of systems, which facilitate achievement of performance /quality goals • Methodical/accurate/thorough but with ability to be innovative and creative in order to inspire team members/partners • Meticulous attention to detail and able to maintain a high standard of accuracy despite numerous interruptions • Highly developed IT skills in a range of applications to improve efficiency and effectiveness • Able to work as part of a team and contribute towards its success • Able to work collaboratively with partners • Customer-focused approach • Well-developed advisory and influencing skills • Tact, diplomacy and tenacity to deal with situations which are sensitive or may result in conflict • Ability to assume full responsibility for the efficient day-to-day functioning of the HR provision 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Emotional resilience • Ability to cope with the emotional demands of staff who are experiencing challenging situations or personal circumstances • Ability to deal with conflicting and competing demands • Ability to concentrate on complex tasks for extended times 		
Other		
<ul style="list-style-type: none"> • Willingness to participate in personal and professional development 	Evidence of learning beyond the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits