



<b>Post title</b>	HR Manager
<b>Reporting to</b>	Director of Finance and Operations
<b>Working Time</b>	37 hours per week, term time plus three weeks
<b>Salary/Grade</b>	G10 (SCP 38-41) £34,160 - £37,107

<b>PURPOSE OF THE POST</b>	
The postholder is responsible for ensuring that the Trust is provided with a responsive HR service that supports its effective operation and for developing HR policies and procedures which comply with the appropriate legislative and compliance frameworks.	
<b>Responsible for</b>	Managing and delivering day-to-day HR operations to provide support, advice and guidance to colleagues within the Trust over multiple sites. Managing the work of the HR team. Managing the delivery of payroll for 350+ employees within the Trust.
<b>Liaising with</b>	Executive Leadership Team, Trustees, pupils, Headteachers, Business Managers, Heads of Department, governors, teachers, non-teaching staff, local authority staff, union representatives, pension fund representatives, staffing agencies.
<b>Working conditions</b>	<p>The post is based at Airedale Academy, but the postholder will need to be able to visit other schools within the Trust and undertake home visits as required.</p> <p>Most of the work for this post takes place during term time. However, the postholder will be required to undertake work during school holidays in line with the term-time plus hours to meet the needs of the business.</p>
<b>Characteristics of the post</b>	<p>The ability to attend meetings outside normal school hours as required by the Line Manager, which may include Trust Resources Committee meetings, Pay Committee meetings and Trust Board meetings which take place in the late afternoon/evening.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> <li>• Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</li> </ul>

<b>PERSON SPECIFICATION</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• CIPD Level 5 (Intermediate) qualification with 5+ years HR advisory experience Or</li> <li>• CIPD Level 7 (Advanced) qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll qualification or recognised training</li> <li>• Pensions qualification or recognised training</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of relevant HR policies/codes of practice/legislation and ability to put them in practice.</li> <li>• Detailed understanding of employment law, employee relations, and techniques for effective management of staff.</li> <li>• Understanding of HSE requirements on the management of stress in the workplace.</li> <li>• Knowledge of terms and conditions of employment and their application</li> <li>• Understanding of ways of managing and improving staff absence.</li> <li>• Detailed working knowledge of all aspects of HR management.</li> <li>• Knowledge of payroll &amp; management of pension schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of STPCD &amp; Burgundy book and NJC Conditions of Service (Green Book).</li> <li>• Understanding of performance management for teachers and non-teaching staff.</li> <li>• Knowledge of the requirements and operation of Teachers Pensions/LGPS</li> <li>• Knowledge of job evaluation procedures</li> <li>• Knowledge of TUPE</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a HR Business Partner or HR Advisory role.</li> <li>• Extensive experience of implementing HR policies/procedures in relation to issues including disciplinary, grievance, bullying and harassment, capability and sickness absence.</li> <li>• Significant experience of supporting recruitment.</li> <li>• Experience of providing advice on terms and conditions of employment to senior managers</li> <li>• Experience of managing and processing monthly payrolls</li> <li>• Experience of working with trade union representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education sector or at a senior level in a unionised organisation.</li> <li>• Experience of providing advice on Terms and Conditions of Employment for teaching and non-teaching employees</li> <li>• Experience of administering Teachers' Pension and Local Government Pension Schemes</li> <li>• Experience of undertaking job evaluation</li> <li>• Experience of line managing other staff.</li> <li>• Experience of delivering training</li> </ul>

<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>• Confidentiality and discretion, including a commitment to data protection.</li> <li>• Ability to research and interpret data/guidance/statute/case law and use this to devise policy/practice</li> <li>• Excellent interpersonal skills including the ability to communicate complex and sometimes contentious information in a clear, articulate, assertive and succinct way to a variety of audiences.</li> <li>• Ability to work on own initiative and make decisions independently.</li> <li>• Excellent time management skills</li> <li>• Excellent literacy and numeracy skills</li> <li>• Enjoyment of working with people</li> <li>• Ability to work to deadlines and under pressure while maintaining attention to detail</li> <li>• Sense of humour and emotional resilience</li> <li>• Ability to persuade, negotiate and influence managers at all levels across the Trust</li> <li>• Self-motivated and adaptable</li> <li>• Ability to deal with conflict and difficult, complex and sensitive cases.</li> </ul>	
---	---	--

<b>MAIN (CORE) DUTIES</b>	
<b>General duties</b>	<ul style="list-style-type: none"> <li>• Managing the Trust's central HR Team.</li> <li>• Responsible for providing advice and guidance to managers across the Trust on all aspects of the recruitment of staff, including pay, terms and conditions of employment, contractual changes and terminations.</li> <li>• Responsible for providing proactive advice and support to middle and senior leaders within the Trust on the management of HR issues, including (but not limited to) organisational change, capability, discipline, absence management, grievance and harassment, ensuring policies and procedures are applied consistently across the Trust.</li> <li>• Responsible for organising and participating in capability, job evaluation, disciplinary and other procedures for staff and providing support, advice and guidance to managers or the panel of governors/trustees involved in these</li> <li>• Working with managers to devise support packages and action plans to improve staff performance, absence or conduct within an agreed timescale/deadline.</li> <li>• Supporting and conducting management investigations, including reviewing and preparing statement of cases or advising managers on their compilation; guiding and supporting managers in the preparation and presentation of the case at formal hearings.</li> <li>• Responsible for designing and delivering training, coaching and mentoring for Trust staff on HR policies and procedures</li> </ul>

- Responsible for managing the delivery of payroll for employees within the Trust, ensuring payroll deadlines are met with high accuracy levels.
- Being the named officer responsible for administering both Teachers' Pensions and West Yorkshire Pension Fund, including responsibility for the processing of monthly amendments, sending monthly remittances, compiling the teachers Annual Return and its timely submission by payroll staff.
- Responsible for the preparation and submission of information to the Trust and outside agencies, including submission of HMRC, pensions, ONS, Gender Pay Gap, Trade Union Facilities Time and other HR-related returns by the appropriate deadlines.
- Responsible for ensuring the efficient and accurate delivery of employment administration and associated contractual documentation, reviewing processes and implementing new ways of working to ensure performance targets are met.
- Attending Resources Committee or other meetings as required by the line manager to ensure Trustees and governors receive regular reports on ongoing staffing issues.
- Monitoring, reviewing and improving systems to ensure all staff are meeting their contractual obligations including the monitoring of attendance, conducting first day return interviews following absence and supporting staff when welfare/personal issues impinge upon contractual obligations.
- Implementing the sickness absence procedure, monitoring sickness absence levels, developing proactive solutions and providing support to managers/employees, acting in the best interests of the organisation while demonstrating care and understanding to the employee.
- Responsible for submitting referrals made by schools to Occupational Health, dealing with subsequent reports and recommendations, keeping headteachers and the CEO up to date on current cases and advising them on potential dismissals or ill-health retirements.
- Acting as a HR Business Partner, advising headteachers/business managers on areas including but not limited to assessment of salaries, TUPE, sickness and maternity procedures, staff reductions or reorganisations, redundancy, discipline, performance management.
- Responsible for liaising with the LADO in relation to any safeguarding allegations made against staff and for reporting cases to the DBS and Teacher Regulation Agency in line with legislation
- Responsible for maintaining confidential staff records, including establishment lists and personnel files and ensuring that staff records held by others are kept confidential and that records are managed in accordance with the Trust's data protection policies.
- Responsible for managing a recruitment service across the Trust ensuring deadlines are adhered to, necessary employment documentation is issued and that new staff are recruited in line with Safer Recruitment guidelines.
- Developing and maintaining good working relationships with supply agencies, unions, other Trust HR managers and other organisations
- Working with the DFO on the development of HR policies and procedures for the Trust, taking into account legislative requirements, regulation and guidance, and monitoring and reviewing the implementation of these policies in the Trust's schools.
- Informing staff of any revised policies/procedures and changes to legislation, and the implication of these changes
- Monitoring performance related pay applications for teaching staff and, in consultation with the Headteachers/CEO, advising the Pay Committee on these matters.
- Advising headteachers/business managers on all legal matters pertaining to HR including employment tribunal claims and settlement agreements, seeking

	<p>specialist advice as required.</p> <ul style="list-style-type: none"> <li>Responsible for the supervision, training and development of the HR team.</li> </ul>
<b>Duties specific to Airedale Academy</b>	<ul style="list-style-type: none"> <li>Organising the recruitment and appointment of staff in liaison with the Principal, SLT and Business Manager</li> <li>Arranging long-term supply in liaison with the Cover Manager, Principal and Heads of Department</li> <li>Responsibility for completion and submission of the School Workforce Census</li> <li>Overseeing the collation of performance management documentation</li> <li>Responsible for the preparation of Occupational Health Referrals for staff</li> <li>Responsible for maintaining and updating the school's Single Central Record</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the Trust, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>Contributing to the overall ethos/work/aims of the Trust.</li> <li>Attending and participating in regular line management meetings with own line manager and direct reports.</li> <li>Participating in training and other learning activities as required</li> <li>Recognising own strengths and areas of expertise and using these to advise and support others</li> <li>Other duties commensurate with the grade of the post as directed by the Principal or line manager.</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>To continue personal development, including maintaining up-to-date knowledge of HR legislation, guidance and case law</li> <li>To engage actively in the performance review process.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>Date completed</b>	May 2018
-----------------------	----------