



Job Description

Post Title:	Human Resources Manager
Responsible to:	The post holder is directly accountable to the Headteacher
Grade	Grade POG (£39,571 - £42,614) pro-rata to TTO plus 2 weeks
Principle Responsibilities	<ul style="list-style-type: none">• The Human Resources Manager has responsibility for providing a comprehensive, efficient and effective HR service throughout the Academy by providing a proactive support service on a full range of HR issues whilst ensuring that the Academy meets its statutory employment and equality obligations.• The Human Resources Manager will assist in enabling leaders to take responsibility for people management, acting as an adviser and providing support for high risk/complex issues.• The Human Resources Manager will be expected to contribute to the vision and development of the overall Academy; act as a role model, and also to work collaboratively with individuals and teams internally in the Academy and with its partners.
Main Duties	<p><u>HR Administration</u></p> <ul style="list-style-type: none">• Responsible for the administrative function of HR, for example, all record keeping, absence recording, and the production of all HR documentation.• Responsible for ensuring that all HR policies and policies are regularly reviewed and continue to reflect up-to-date employment law, STPCD and associate staff pay and terms and conditions, and best practice; and produces HR updates for all staff, as appropriate.• To ensure up to date and accurate data entry, at all times complying with the requirements of General Data Protection Regulations.• To undertake exit interviews and ensure feedback is acted upon where appropriate.• To monitor and analyse data including turnover rates, absence, equal opportunities information, health and safety issues and trends etc, reporting to line managers / leaders with recommendations for future action.• To manage leave of absence, out of school activity requests and the daily cover list to meet requirements and oversee trends and patterns.

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- Lead on safer recruitment practices and ensure correct maintenance of the single central register.
 - Ensure pre-employment checks are completed in a timely manner and recorded to the single central register.
 - To design and administer staff surveys and make appropriate recommendations from results collated.

Recruitment and Retention:

- Understands the Academy's improvement plan to ensure the organisational structure is effective and supports leaders in planning headcount, ensuring staffing levels are sufficient.
- To lead on recruitment processes to ensure that the Academy attracts high calibre candidates.
- To prepare and develop all recruitment materials including policies, job descriptions, person specifications, adverts and information packs for candidates.
- To coordinate the advertising of all vacancies through agencies, social media or other sources.
- To control and organise the recruitment process, sending correspondence and reference requests and producing questions and forms for the interviews.
- Lead and manage the induction process for all new employees.
- Ensure that probationary periods are managed, monitored and fully documented.
- To advise and assist line managers in all aspects of the recruitment and selection and induction processes, ensuring that statutory and best practice requirements are satisfied. This will include participating in selection panels as necessary.
- To ensure offers of employment and associated contract documentation are within HR policy, including appropriate employment checks.
- To support the senior leadership team to ensure that people management/succession plans are in place that supports the development of employees and Academy objectives.

Performance Management:

- To design, implement and maintain a fit for purpose appraisal system for all employees.
 - To negotiate requirements and accomplishment-based performance standards, outcomes, and measures within a performance development planning system for all employees.
 - To provide training and guidance to employees and line managers on performance management and improvement.
 - To work with line managers to ensure measurable targets are set annually for objectives arising from the improvement plan and that systems/processes are in place for the performance management of these.
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- To provide coaching to staff on both progression and hitting the required standard.
 - To administer incremental progression including the completion of relevant correspondence.

Training and development:

- Develop and keep up to date a staff handbook and induction programme for new staff.
- To provide training and development, coaching and team building support to staff where necessary to improve their performance.
- To work closely with line managers to collate an Academy-wide Training Needs Analysis.
- To manage the local introduction of new or revised policy and process issues, including delivery of local workshops, ensuring line managers are appropriately equipped and supported in introducing and managing such changes.
- To lead on the preparation, and delivery, of line managers training programmes. To ensure that the content of the training is relevant to training needs identified and in line with current best practice and legislation.
- To provide on-going line management briefing, coaching, through one to one or group leading sessions, to ensure consistent application of Academy policy and adherence to best practice in the management of all people management issues.
- To facilitate the development of people management skills in leaders by advising on matters of employment law and the best employment practice and the interpretation of terms and conditions of HR policies and procedures.

Employee Relations:

- To advise, coach and support line managers in the handling of all employee relation matters, such as disciplinary, capability/performance, sickness absence and grievances as appropriate, including preparation for and presentation of appeals.
 - Provide appropriate advice on maternity/paternity advice regarding entitlement to leave and pay and undertake maternity risk assessments.
 - To support the Academy in resolving matters of conflict at the earliest opportunity and providing an independent mediation role where appropriate.
 - To communicate sensitive information on a range of employee relation issues such as sickness absence/punctuality, disciplinary matters, termination of contracts etc.
 - To monitor short and long-term sickness, advising line managers and ensuring that staff are managed in accordance with policy, to enable return to work at the earliest opportunity.
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- Provide policy advice and guidance to all employees requiring assistance and providing options for individual (confidential) support as appropriate.
 - To make suggestions and implement strategies to ensure the health and well-being of employees.
 - Lead on HR related consultations with trade unions.

Pay and Reward:

- Provide guidance and support on general pay queries to employees.
- To be responsible for the administration of all payroll and pension processes.
- Ensure all staff are issued relevant notifications of pay, e.g. payslips, P60, annual pay statements for teaching staff, letters confirming changes to salary etc.

General:

- To provide regular updates to leaders/Trustees on key issues including coordination of papers for the HR Committee.
- To attend meetings, briefings and ad-hoc working groups as appropriate.
- To use expertise to provide educational benefits for students, for example, curriculum vitae knowledge.
- To play an active role in all staff meetings and chair management meetings when required, producing minutes where necessary and communicating relevant information to employees.
- To meet regularly with other managers to discuss people issues and performance within the designated faculties.
- To take responsibility for specific HR-related projects from time to time and as required researching, progressing and co-ordinating the project and making recommendations for future action within the Academy.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To co-operate in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality and observe GDPR at all times.
- Attend HR network meetings and events.
- To be fully compliant with the Academy's Safeguarding Policy and contribute to the safety and supervision of students on site.

Personal Responsibilities

The post holder will:

	<ul style="list-style-type: none"> • Support the Academy in ensuring that communication within the Academy is effective; • Support staff when required; • Participate in performance management, coaching and CPD. • Contribute to the school ethos, aims and the development/improvement plan
Stakeholder Responsibilities	<ul style="list-style-type: none"> • To act as a role model for students by demonstrating own high-quality conduct and expectations; • To communicate any issues/concerns to the relevant person; • Follow up on any communication from parents/carers where appropriate.
Accountability	<ul style="list-style-type: none"> • To regularly review own practice, set personal targets and take responsibility for own personal development.
Strengthening communities	<ul style="list-style-type: none"> • Possess a 'can do' approach to departmental/school improvement and excellence; • Be an excellent communicator; • Work positively and in partnership with parents, governors and the community; • Support Biddick Academy's climate for learning.
Generic Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none"> • Be an excellent role model for students and staff; • Contribute to the wider life of the Academy • Attend Academy events and activities; • While 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 students and to provide a welcoming environment to visitors and telephone callers.
Notes	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory enhanced disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

