

Job Description

Job Title:	Human Resources Manager
Responsible to:	CEO
Salary:	FST Grade N
Working Pattern:	37 hours per week, 52 weeks per year

Main purpose of the role:

To have full responsibility for providing a responsive, high quality service to the trust and the Schools, covering the full generalist remit including recruitment, advising on employment law, policies and employee relations casework, restructures and redundancies, contractual terms and conditions, reward and retention, annual appraisal procedures and performance management.

To lead on practices and provide expert guidance and support to trustees, governors, senior leaders and line managers in the areas of performance management, employee relations, employee attendance, employee engagement, diversity & inclusion, policy development, HR compliance and GDPR.

To have full responsibility for day to day management of HR Operations, developing and implementing HR processes, procedures and systems and directly contributing to the long-term strategic objectives of the Trust.

Key responsibilities:

Safeguarding Children and Young People

- To contribute to safeguarding and promoting the wellbeing of children and young people through robust HR practices, including Safer Recruitment and managing allegations against staff, and ensuring that all areas of the HR function comply with statutory requirements, including Keeping Children Safe in Education.
- To ensure, establish and maintain a culture of “it could happen here” from recruitment, selection and induction of staff, through to supporting line managers with low level concerns or allegations against staff and retention of appropriate records in line with data protection and safeguarding legislation.
- To ensure that the Schools' Single Central Record contains all appropriate checks under the Safeguarding Children requirements and is up to date and Ofsted-ready at all times, with delegated responsibility to the HR Officer where required.

Human Resource Management

- To work with the CEO, senior leadership teams and line managers, assisting in the understanding and implementation of policies and procedures, the interpretation of terms and conditions of service, and appropriate intervention and communication with staff members on various employment or personal issues to ensure consistent and effective people management practices;
- In conjunction with the CEO and Senior Leadership Teams, to ensure staffing issues are identified and addressed in accordance with good practice, employment law and Trust policy, delegating to the HR Officer and referring to Occupational Health Support where appropriate;

- To provide pragmatic, risk assessed advice to the CEO and senior leaders in our schools on complex employee relations cases, ensuring compliance with the regulatory framework within which the Trust and its schools operate;
- To support the CEO and senior leaders with departmental staffing reviews, restructures, and TUPE transfers, advising on and ensuring legal and internal policy compliance;
- To lead on the review and development of the contractual and policy frameworks in line with legislation and best practice changes;
- To maintain or create positive working relationships with employees, and Trade Union representatives as required, to achieve positive outcomes in the event of dispute or disengagement;
- To lead on recruitment and retention practices across the Trust, ensuring safer recruitment is followed at all stages of the process from advertisement to induction and delegating tasks to the Recruitment Officer as appropriate;
- To oversee the induction process for new employees, ensuring that suitable training plans are in place for new staff and probationary periods are monitored;
- To support various initiatives or projects that have staffing/HR requirements, as required, including secondments, sabbaticals, training initiatives and restructuring programmes etc;
- To attend the Trust's Resources and Pay Committees as required to present and discuss relevant HR matters.
- To manage the annual salary review process, including implementation of any annual salary increase onto the relevant school pay scales, as approved by Trustees;
- To develop and deliver training to managers to ensure understanding of and compliance with HR related policies and good people management practices in conjunction with the senior leader responsible for staff development and CPD.
- To liaise with the Finance Director and Payroll Officer on all pay-related issues including new appointments, contract changes, leavers, maternity/paternity pay, sick pay etc to ensure that relevant and authorised paperwork is provided in accordance with payroll deadlines.
- To line manage the HR and Recruitment Officers and to seek to develop them both in their roles to take on more complex tasks;
- To ensure systems are in place for accurate confidential record keeping and administration to support the HR function within the schools and the Trust overall.
- To complete and submit statutory returns for the DfE and other bodies (Gender Pay Gap Report, Trade Union Facilities Time Reporting, School Workforce Census or as appropriate) accurately and on-time.
- To provide regular analysis of statistics for HR indicators (including equality data, HR dashboard, recruitment and retention data, etc) for the DFO and Senior Leadership team and relevant Committees.
- To seek and make use of specialist expertise in relation to HR/ legal issues where required.

Staff Wellbeing

- To build trust and instil confidence in staff in order to provide support and guidance.
- To develop and undertake risk assessments for staff and areas of work as required.
- To be proactive in the prevention of poor mental health and work with staff to identify problem resolution.
- To show empathy and sympathy and tailor actions to the individual needs.

GDPR Compliance: Data Protection Officer

- To manage the Trust's compliance programme for data protection, working closely with the Facilities and IT Manager and the schools' DPO to ensure an up to date action plan is in place.
- To advise the CEO, Heads of School and Finance Director on all matters related to data protection.
- To create and maintain appropriate data protection policies and procedures and manage an assurance programme and related audits including, but not limited to, data sharing, disclosure and data retention.
- To monitor changes to the law and guidance on all matters relating to data protection ensuring the school takes timely action to update and implement changes in policies and procedures.
- To oversee the maintenance of records required to demonstrate data protection compliance.
- To manage a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture within the school.
- To operate as the primary contact point for the ICO and lead a data incident response and data breach notification procedure.
- To lead the school's response to any regulatory investigation or request for information, working closely with the Facilities and IT Manager and the schools' DPO.
- To review data protection clauses in contract terms in conjunction with Corporate Legal Services.
- To work closely with the senior management and key stakeholders on privacy matters, advising and ensuring they are regularly updated.
- To maintain and update data privacy notices.
- To be the contact point with and co-operate with data subjects when exercising their individual data rights as well as supervise and advise on the response to such requests.
- To advise on data protection impact assessments relating to the Trust's regulatory function.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.

Safeguarding Statement

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification – HR Manager

Qualifications and Knowledge	Essential	Desirable
Level 5 CIPD qualification level 7 preferred	X	
Educated to degree level		X
Strong evidence of HR technical skills	X	
Strong understanding of employment law	X	
Evidence of continuing personal and professional development	X	
Skills and Experience	Essential	Desirable
Substantial HR experience	X	
Previous experience in a similar role, including managing a team	X	
Extensive experience in managing a range of complex ER casework through to conclusion, including restructures	X	
Experience in successfully maintaining a Single Central Register within a school environment	X	
Excellent IT skills including HR reporting systems and comfortable producing management information	X	
Good knowledge and understanding of GDPR requirements	X	
Ability to build and maintain positive working relationships	X	
Able to support managers of all levels and experience, giving advice and/or coaching as necessary	X	
Possess an excellent eye for detail	X	
Able to undertake the role of “critical friend” with all levels of management including SLT	X	
Initiative, common sense, and creative problem-solving skills		
Ability to prioritise and manage a varied workload, deal with ambiguity and work quickly and calmly whilst under pressure		
Possesses a high level of tact and diplomacy		
Excellent communication skills both verbal and written	X	
Strong data analytical skills	X	
Actively keep abreast of developments within both Education and Employment Law and ensure stakeholders are fully aware of any developments	X	
Experience in the education sector, or wider public sector		X
Experience of working within a Multi Academy Trust		X
Knowledge of Primary / Secondary Education		X
Personal Qualities	Essential	Desirable
High personal standards in terms of attendance, punctuality, and meeting deadlines	X	
Professional in their approach to dealing with issues and employees	X	
Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met	X	
Enthusiasm	X	
Initiative and self-motivation	X	
Ability to be reflective	X	
Resilience	X	