

<b>Character Education Trust</b> Job Description	
<b>Post Title:</b>	<b>Human Resources Manager</b>
<b>Post Holder:</b>	
<b>Reporting To:</b>	Executive Head teacher
<b>Liaising With:</b>	Leadership Team, staff, the LGB, Finance Director
<b>Contract Type:</b>	37 hours a week – Full time
<b>Salary scale</b>	KR11 (£41,216 - £47,199)
<b>Main/Core Duties</b>	
	<p>To have full responsibility for providing a responsive, proactive service to the Character Education trust and its schools covering the full generalist remit including recruitment, advising on employment law, policies and employee relations casework, potential restructures contractual terms and conditions, reward and retention, annual appraisal procedures and performance management.</p> <p>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 &amp; inclusion, policy development and HR Compliance.</p> <p>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.</p> <p><b>Key responsibilities</b></p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 Payroll manager where required.</li> </ul> <p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• To work with the CEO, senior leadership teams and line managers, assisting in the understanding and implementation of policies and procedures, the</li> </ul>

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 and referring to Occupational Health Support where appropriate;<sup>2</sup>
- 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 admin team 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 payroll manager and work alongside admin staff with HR duties within the trust
- 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.

	<ul style="list-style-type: none"> <li>• To provide regular analysis of statistics for HR indicators (including equality data, HR dashboard, recruitment and retention data, etc) for the CEO and relevant Committees.</li> <li>• To seek and make use of specialist expertise in relation to HR/ legal issues where required.</li> </ul> <p><b>Staff Wellbeing</b></p> <ul style="list-style-type: none"> <li>• To build trust and instil confidence in staff in order to provide support and guidance.</li> <li>• To develop and undertake risk assessments for staff and areas of work as required.</li> <li>• To be proactive in the prevention of poor mental health and work with staff to identify problem resolution.</li> <li>• To show empathy and sympathy and tailor actions to the individual needs.</li> </ul>
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### **Essential Skill, Knowledge and Qualifications**

- Level 5 CIPD qualification with Level 7 preferred
- Evidence of HR Skills
- Good understanding of Employment Law
- Evidence of continuing personnel and professional development
- Experience in the HR function
- Excellent IT Skills
- Possess an Eye for detail
- Excellent communication skills
- Strong data analytical skills
- Actively monitoring of developments in education and employment law

### **Desirable Skills, Knowledge and Qualities**

- Education to a degree level
- Knowledge and experience of issues of managing facilities in an educational setting
- Ability to work independently