## Job Description

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| Job Title: | HR Manager |
| Reference: | X00335 |
| Reports to: | Director of Finance and Operations |
| Responsible for: | HR Team |
| Salary range: | Academy band J £40,000-£45,000 |
| Contract: | Full time, all year round |

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| Main purpose of the role: | The HR Manager will be responsible for the delivery of a high quality, effective and proactive HR service to the Academy. The role holder will work closely with the Director of Finance and Operations to develop the department to provide a high level of service that supports all staff in providing outstanding learning and progress for our pupils. The role will cover the full HR remit including payroll. |
| Main duties: | 1. Developing, leading, communicating and delivering a HR strategy for the Academy. Playing an active role in strategic decision making and providing advice to the Senior Management Team.
2. Translating the HR Strategy into day to day practicalities by designing, managing and monitoring operational HR systems and processes to maximise efficiency.
3. To continually improve the HR function and drive efficient and effective working practices throughout the Academy, ensuring that a high-quality service is provided consistently by the HR function.
4. Provide professional HR advisory support to the Senior Management Team, Faculty Directors and individual members of staff on HR and legislative matters, including complex casework where necessary.
5. Manage employment relations matters to their successful conclusion, including assisting with all matters relating to Grievance / Disciplinary investigations, and act as cochair and/or advisor at hearings when necessary.
6. Ensure all data is processed in line with the UK GDPR and support the Data Protection Officer with any Subject Access Requests from staff.
7. Line Manage and provide guidance and support to the HR Officer and HR Assistant. Acting as a role model, coach and mentor, inspiring with energy and enthusiasm.
8. Develop and manage an effective performance management strategy, including probationary period support, with supporting policies and procedures.
9. Ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively. Working closely with the Director of Teaching and Learning in relation to teaching staff requirements.
10. To design and develop the current HR policies and practices established for all staff in line with current legislation and good practice.
11. To process monthly payroll for the Academy and Nursery, and advise on payroll matters, as required.
12. Overall responsibility for the ‘Single Central Record’ of recruitment and vetting checks, ensuring it is fully maintained and compliant with Ofsted and safeguarding regulations.
13. Overall responsibility for the end-to-end recruitment process, including the processing of DBS applications, and all other preemployment vetting and safeguarding checks.
14. Keep up to date with changes in employment legislation, guidance and good practice and advise Senior Management Team and Line Managers accordingly.
15. Oversee the external Occupational Health provision in respect of referrals and reports.
16. Design and implement termly reports to the Senior Management Team on key HR areas such as recruitment, change management, absence management, employment legislation, and performance management.
17. Ensure effective communication with all staff on relevant HR matters.
18. Oversee the preparation of contracts of employment/letters to employees to reflect changes in their terms and conditions
19. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.
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|  | **Essential** | **Desirable** |
| Qualification | * At least 2 years’ experience as an HR Manager or equivalent level
* Evidence of Continuing Professional Development.
 | * CIPD Level 5 or 7
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| Experience | * You will have experience of leading an HR team delivering a high-quality service with experience of developing and implementing HR policies and procedures to effect organisational change.
* Proven strong effective leadership and people management skills.
* Ability and commitment to lead the Academy’s drive to secure a transformational change in aspiration and standards.
 | * Experience of working in a school
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| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues including the Senior Leadership Team and Governors.
* Demonstrable experience in leading a team in delivering a high quality, proactive service
* Demonstrable ability to communicate effectively in both oral and written form.
* Creative and innovative.
* Excellent facilitation and presentation skills suitable up to and including senior managers and Governors.
* Data and IT literate with good IT skills.
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
* Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of staff.
* Analytical and problem-solving
* Strong Employment Law knowledge
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
* A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
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