



JOB DESCRIPTION

Name:

Job Description: **BCAT Human Resources Manager**

Grade: BCAT 11-12 (Salary: £43,216 - £57,712)

Employed for: Full Time – 37.5 hours per week, 52 weeks per year.

Hours: 08.00 – 16.00 Mon – Fri (to include 30 minutes unpaid lunch break.)

Location: Canterbury (BCA Head office) and Thanet

Professional Relationships:

Responsible to: BCAT Executive Headteacher/CEO

Responsible for: Personnel Assistants/Officers

Purpose of the Role:

To be responsible for managing and developing a proactive and effective HR service to the BCAT academies, ensuring strategies and service provision is in place to balance the requirements of individual academies whilst supporting the delivery of BCAT strategic objectives.

A commitment to staff welfare and promoting BCAT core values is at the heart of this role.

Responsibilities:

Key responsibilities

- To be the BCAT lead professional on all matters relating to human resources by providing high quality professional advisory HR services to the BCAT Executive Headteacher, BCAT Headteachers, Senior Leaders, Chairs of Trustees/Governors and key stakeholders to include:

- Advice on employment practices, pay and conditions of service, legal and best practice with regard to employment law and statutory requirements. Advising and supporting a wide range of HR issues, including safeguarding/safer recruitment, discipline, capability, absence and grievance, together with attendance at meetings;
- Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment;
- Lead, develop and manage a team that includes Personnel administrators/officers to effectively maximise performance.
- Develop HR policies and processes that are efficient and effective and ensure legislative compliance at all times.
- Manage and implement staff wellbeing policies and initiatives.

Main duties

- Liaising closely with the Executive Head, strategically lead the School's approach to all aspects of HR, from talent management to structure architecture, to policy implementation and specific case management.
- Support the Executive Headteacher with any aspect of staffing re-structure, including maintain organograms of our structures.
- Work collaboratively with a range of internal and external partners to identify scope for co-ordinated approaches to delivery of HR services to schools. To include the administration of any re-tendering of external HR support.
- As required effectively gather analyse and report on HR data to underpin best practice and effective people management and planning.
- Oversee a high-quality recruitment process, liaising closely with the Executive Headteacher and Marketing Officer. To include liaising with Headteachers to agree the recruitment timetable and the key information, placing the job adverts, monitoring recruitment applications and distributing details to the Headteacher for shortlisting.
- Liaising closely with the Executive Headteacher to ensure all HR policies are 'live' and fit for purpose, and utilised by all leaders.
- Oversee a 'dashboard' of weekly/ monthly HR statistics.
- Ensure that the Executive Headteacher is kept abreast and informed about national HR strategies and developments, and changes to HR law.
- Perform the role of Lead Investigator for specific Conduct, Absence, Capability cases. Most likely to be 'complex cases'.
- Advise and lead Senior or Middle Leaders when they are leading an investigation.
- Delivery of HR training to Senior and Middle Leaders.
- Advise senior staff on HR policy issues and keep up-to-date with changes in policy and legislation.
- Provide support and guidance to the relevant SLT member with the system for the annual appraisal process and corresponding pay review and pay progressions process.

- Lead on employee consultations and negotiations
- Line-manage the HR Officers to support with delivering the HR strategy and operational requirements.

Safer Recruitment and Safeguarding:

- To be proactive in identifying situations where safeguarding and child protection support is needed and to ensure statutory guidance and reporting is adhered to: alert the BCAT Executive Headteacher and liaise as appropriate with LADO, Headteachers, Designated Safeguarding Lead (DSL) and SENCO (if appropriate).
- To be responsible for compliance and pre-employment screening process for BCAT ensuring the Single Central Record is up-to-date in line with all statutory requirements and Ofsted requirements, safer recruitment and working together to safeguard children; with delegated responsibility to the HR Officer where required.
- Manage and coordinate the recruitment and selection process in the BCAT for each Academy.
- Ensure appropriate authority has been received prior to the advertisement of a post whether permanent or temporary.
- Help to maintain all aspects of the School's safeguarding processes which will involve a role in investigating allegations against staff.

General HR support and administration:

- Gather payroll changes on a monthly basis for all employees in the region and report back to payroll officers centrally by the appropriate payroll deadlines.
- Lead and manage general HR administration, including contracts, general letters, system updates, annual workforce census.
- Design and deliver HR training to meet the need of stakeholders managing and supporting the HR function.
- Support Academy Headteachers, Chairs of Trustees/Governors, senior leaders and managers to have the capability and capacity to manage HR issues in a timely and effective manner.
- Responding to all queries in whatever format in a timely, accurate and professional manner.
- To keep up-to-date with developments in employment legislation and HR best practice.
- Identify and communicate employment legislation developments and good practice to members of the HR team and relevant stakeholders.
- To liaise with legal insurers regarding legal and procedural issues, compiling evidence for use in Employment Tribunals, Personal Injury claims, etc.

Specialist and professional HR advice and support:

- To manage the delivery of the BCAT HR service to BCAT Headteachers on all complex HR issues including but not limited to: TUPE, grievances, disciplinary cases,

dismissals, redundancies, maternity/paternity conditions, contractual and job description changes, sickness absence management and capability procedures.

- Attendance at meetings; establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
- To offer expert interpretation, advice and representation to customers on employment legislation, best practice and policy and procedures in relation to: remuneration, terms and conditions of service.
- To ensure casework, insurance logs and management information is readily available and up-to-date.
- To ensure the HR team provide advice to HR panels which is compliant with the relevant BCAT policies and legislative requirements to panel Members Headteachers
- To ensure written documentation is available to HR panels along with a quality administrative process to panel members/Headteachers at hearings.
- To ensure the team provide legally compliant HR letters and documents for case work and ensure information is logged on the portal and as appropriate on personal files.
- Liaise with relevant SLT members or Line Managers to oversee completion of paperwork for Occupational Health, including submitting the paperwork.

HR/Personnel support to BCAT Academies:

- To visit academies on a regular basis to audit HR/Personnel provision and provide an opportunity for feedback on service delivery to ensure a proactive HR/Personnel service that supports continuous school improvement and compliance.
- To develop and maintain with the BCAT Executive Headteacher information/data that measures performance against key performance indicators and service standards
- To undertake any relevant research and review trends as deemed necessary.
- To work collaboratively with local JCC professional associations and employee representatives to ensure productive and proactive dialogue to facilitate change, resolve conflict and promote a positive working environment.
- Provide consistent open and ongoing communication on all HR issues.
- Develop service provision, share good practice and maintain consistency of service.

Staff Wellbeing

- To play a lead role with the Trust's staff wellbeing strategy.
- 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.

General:

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships where appropriate.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description may be varied to meet the changing demands of the HR and Schools Support Service and Academy needs at the reasonable discretion of the Trust
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post holder may deal with sensitive material and should maintain confidentiality in all BCAT matters.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

The post holder is also required to undertake such other duties and training as may be required by or on behalf of BCAT provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Barton Court Academy Trust.

Person Specification – HR

	Essential	Desirable
Manager Qualifications and Knowledge		
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		
Substantial HR experience	X	
Previous experience in a similar role, including managing a team	X	
Extensive experience in managing a range of complex HR 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	X	
Ability to prioritise and manage a varied workload, deal with ambiguity and work quickly and calmly whilst under pressure	X	
Possesses a high level of tact and diplomacy	X	
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		
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	

			Assessed By	
No	Categories	Essential Desirable	App Form	Interview

EXPERIENCE/QUALIFICATIONS				
1.	Level 5 CIPD qualification level 7 preferred	E	√	
2.	Educated to degree level or equivalent	E	√	
3.	Up to date safeguarding and employment law training and a commitment to continuing professional development of self and the HR team	E	√	√
4.	A significant and proven working knowledge, experience and understanding of HR in Education, preferably within a Schools or MAT environment	E	√	√
5.	Experience of managing a high level of varied and complex HR casework within a unionised environment	E	√	√
6.	Experience of leading a multi-disciplinary HR team and service (including recruitment, HR administration and HR advisory services)	E	√	√
7.	Experience of managing TUPE transfers, restructures and redundancies	E	√	√
8.	Experience and understanding of safeguarding within Education HR	E	√	√
9.	Experience of various terms and conditions of employment within a school environment	E	√	√
10.	Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies	E	√	√
11.	Experience of managing a number of HR related SLAs including occupational health, employee benefits, recruitment advertising, payroll and pensions.	D	√	√
KNOWLEDGE/SKILLS AND COMPETENCIES				
12.	A knowledge and understanding of reward strategies and their impact upon the recruitment and retention of staff.	E	√	√
13.	An understanding of training and organisational change management	D	√	√
14.	Excellent leadership, coaching and people management skills	E	√	√
15.	Ability to prioritise own workload effectively and that of the HR team in order to meet the Strategic Priorities of the MAT, Academy Development Plans and the HR plan.	E	√	√
16.	Ability to develop positive and effective professional relationships with all stakeholders including Trustees, LGBs, Academy leaders and the Central Management Team.	E	√	√
17.	Effective inter-personal skills including tact, diplomacy and negotiation	E	√	√
18.	Evidenced based decision-making skills and a solution focused perspective.	E	√	√
19.	Well-developed verbal and written communication skills	E	√	√
20.	Efficient in the use ICT – for example Microsoft Office and Google packages	E	√	√
PERSONAL QUALITIES				
21.	A strong commitment to the Trust values and ethos	E	√	√

22.	Standards driven	E	√	√
23	Ability to maintain confidentiality	E	√	√
24.	Ability to travel to multi-site locations across the Trust	E	√	√
25.	Ability to work outside normal academy hours in line with academy and community needs	E	√	√
SAFEGAURDING				
26.	Commitment to the protection and safeguarding of children and young people	E	√	√
27.	Has up-to-date knowledge of relevant legislation and guidance in relation to working with children and young people	D	√	√