

Job Description: People Manager – KS I

School:	Cygnus Academies Trust – Shared Services
Grade:	Kent Scheme – Grade KSI
Responsible to:	Chief Financial Officer (CFO)
Responsible for:	Senior HR Officer, HR Officer, Payroll Officer and HR Apprentice (pending recruitment)

Purpose of the Job:

The main purpose of this role is to provide and promote, professional and efficient HR service across the Trust. Working at both operational and strategic level considering the Trusts business objectives.

Developing future strategic HR practices and systems. Provide an expert professional point of contact for school leadership teams on matters relating to people policies, practices and principles, offering advice, guidance, support and information as required.

Working with Executive team, School leaders and the HR team to positively participate in the process of delivering the Trusts strategy and key objectives.

Key duties and responsibilities:

People Strategy & Workforce Planning

1. Develop and implement HR strategies aligned with the Trust key objectives.
2. Lead the HR team to ensure that HR is aligned and continually adding value to the strategy and objectives of the Trust.
3. Contribute to workforce planning, succession planning and organisational development.
4. Lead on well being initiatives and strategy, working towards the HSE standards/well being charter.
5. Establish the Trust as an Employer of Choice
6. Establish and embed reporting mechanisms for HR/People metrics at board level

Employee Relations

Provide expert advice to headteachers and managers on employee relations, including capability, conduct, grievance, and attendance management, with the support of our External HR Advisor

1. Ensure fair, consistent, and timely resolution of casework in line with Trust policies and employment law.
2. Maintain knowledge of forthcoming employment law changes/regulations and prepare key stakeholders for necessary changes to meet statutory obligations in good time
3. Maintain accurate casework records for legal compliance and reporting.
4. Ensuring safer recruitment practice is followed at all stages of the recruitment processes. Monitor safer recruitment training completion and renewals as necessary.
5. Scope and challenge practices and processes to continuously improve the HR/People service to ensure it adds value

6. Providing appropriate coaching and challenge to the school senior leadership teams to ensure their decisions balance with the Trust, compliance and people needs
7. Develop and embed staff consultation methods, including working with key stakeholders such as unions, staff voice consultation groups, etc.

Recruitment and Retention

1. Manage recruitment processes across the Trust, ensuring compliance with safer recruitment legislation and best practice.
2. Lead large recruitment campaigns for senior leaders.
3. Support initiatives to improve retention and staff wellbeing.
4. Develop and maintain the Trust's employer brand to attract high-quality candidates.
5. Oversight of onboarding new staff to the Trust as part of Trust growth
6. Oversight of induction of new staff and exit interviews/analysis of leavers

Policy & Compliance

1. Ongoing review of all HR policies, ensuring they reflect current legislation and best practice.
2. Ensure the Trust meets statutory safeguarding requirements, including pre-employment checks and Single Central Record compliance.
3. Advise leaders on changes in employment law and sector guidance.

Learning & Development

1. Support the design and delivery of staff development programmes.
2. Monitoring of training development, monitoring the agreements.
3. Identify leadership and talent development opportunities across the Trust.

Payroll & HR System

1. Manage HR data management and ensure accurate information is provided to payroll.
2. Develop the self-service payroll with our external payroll provider
3. Develop and maintain any benefits
4. Pay scales and pay progression
5. Analyse workforce data to inform strategic decision-making.

Other responsibilities

Working with colleagues and other relevant professionals

1. Communicate effectively with other staff members, service users and external contacts
2. Collaborate and work with colleagues and other relevant professional within and beyond the Trust
3. Develop effective professional relationships with colleagues

Professional Development

1. Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
2. Take opportunities to build appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
3. Take part in the Trusts appraisal and performance management procedures

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the people manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager or executive team.

Person Specification: People Manager – Kent Scheme – KSI

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

QUALIFICATIONS	<p>Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in Maths and English</p> <p>CIPD Level 5</p> <p>CIPD Level 7 – desirable or willing to work towards</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
EXPERIENCE	<p>Experience of previously managing HR services</p> <p>Experience of working in an HR function with demonstrable experience of advising on the range of complex HR casework. For example, a strong record of employee relations case management, such as discipline, capability, absence, grievance, and redundancy.</p> <p>Experience of previously working in education.</p> <p>Demonstrable experience of HR recruitment and selection procedures</p> <p>Experience of contributing to the development and implementation of HR policies in line with employment law</p> <p>Strong knowledge of employment law, HR best practices and safeguarding legislation</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	<p>Evidence of continual professional development</p> <p>Demonstrable in-depth knowledge of current employment law and the application of it.</p> <p>Knowledge of performance management systems and pay/grading frameworks in a school/academy setting.</p> <p>Knowledge of Ofsted, DFE, academy legislation and School Teachers pay & Conditions document.</p> <p>Ability to work in an organised and methodical manner</p> <p>Ability to prioritise own and team workloads effectively</p> <p>Knowledge of national and local conditions of service within education.</p> <p>Excellent planning, organisation and negotiation skills</p> <p>Ability to prioritise own workload effectively.</p> <p>Ability to relate well to children and adults in the school environment.</p> <p>Strong IT skills to include Microsoft Excel, Outlook, Word and HR information system.</p> <p>Ability to maintain strict confidentiality and adhere to data protection regulations.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Personal Qualities	<p>Ability to command credibility and respect.</p> <p>Able to initiate as well as adapt to changing circumstances and new ideas.</p> <p>Attention to detail and an eye for accuracy.</p> <p>Can-do attitude and solution focused approach</p> <p>Ability to be respectful and promote equality of opportunity and diversity.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Safeguarding	<p>Understanding of the responsibilities of the Trust and schools in ensuring compliance with all relevant legislation, always demonstrating the needs of pupils at the centre.</p>	<p>Essential</p>