

Job Description

Position:	Trust HR Manager
Grade:	Kent Range KR9 (24 hours per week, 40 weeks plus holiday entitlement)
Responsible to:	Chief Finance Officer / Company Secretary

Purpose of the Job:

The Trust HR Manager as a member of the Chartered Institute of Personnel and Development (CIPD) who holds the relevant professional qualifications, is expected to be the Trust's HR lead / expert. In summary, the post holder is:

- Expected to keep up to date on employment legislation, conditions of employment for all staff, and for providing high quality professional advice to Trustees, Local Governors and Senior Leadership across the Trust and individual academies at both strategic and operational level.
- Responsible for providing a high level HR function to the Trust its' academies and to support the Academy Business Teams in their day to day HR activities.
- To develop people management strategies which support the Trust's overall strategic aims and objectives, contributing at both strategic and operational level in order to identify HR priorities and recommend appropriate solutions.

Key duties and responsibilities:

A. Human Resources Management

1. The HR Manager will be expected to provide consultancy level advice on a wide range of HR matters for all staff:
 - Teaching and support staff discipline and grievance issues including conducting investigations as necessary.
 - Safeguarding and managing allegations against school staff in collaboration with CEO / Executive Head Teacher and Local Authority safeguarding team.
 - Terms and conditions advice in relation to national and local terms and conditions of employment.
 - School and academy redundancies and restructures.
 - Absence management across the trust.
 - Performance management and capability.
2. Ensure the Trust recruitment process complies with statutory employment requirements and legislation.
3. Support Trustees and CEO in the recruitment process for senior leadership posts including arranging workshops and assessments.
4. Prepare, organise and attend hearings and HR-related panels as required.
5. Liaising with legal services as and when the situation arises in relation to employee relation matters e.g. TUPE, changes to terms and conditions of employment.

B. Policies and Procedures

1. Review, develop and maintain HR policies and procedures ensuring they comply with relevant legislation e.g. pay and reward, appraisal, discipline and grievance, staff leave & absence including flexible working, whistleblowing.
2. Promote a Trust wide understanding of HR Policies and practices through delivering training, briefings and responding to enquiries.
3. For ensuring that staff carrying out HR / Personnel functions within the academies adhere to Trust HR policies and procedures.
4. Write and issue templates for academy based staff to use such as contracts of employment, job descriptions, appraisals and other HR correspondence.
5. Engage with staff and trade union / professional association consultation as required.

C. Organisational Development

1. Work alongside the CEO and Trust Business Manager to develop a trust wide recruitment and retention strategy.
2. Lead on establishing staff welfare and benefits and developing a Trust 'wellbeing' strategy.
3. Ensure statutory returns both at Trust and Academy level are accurate and submitted on a timely basis e.g. work force census return, annual TPS return.
4. Advising CEO and Trustees on senior leadership pay ranges including Group Size of both the trust and academies.
5. Monitor staff retention (Leadership and Teachers) by conducting exit interviews with staff identifying any patterns and trends, reporting on such to the Trust Leadership with suggestions for action where appropriate to increase staff retention.
6. Support the ethos of a performance management culture ensuring that line managers have received training in carrying out staff reviews and are able to address instances of underperformance.
7. Ensuring academy business teams monitor and report on key HR performance indicators and for collating and reporting on such as Trust level to senior leadership and trustees.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Post holder:

Signed:

Date:

Reviewed: November 2019

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.