

Job Description: HR Manager

Job Overview

We are looking for an experienced HR Manager or someone looking to consolidate their experience, who has drive, vision, and relentless pursuit of excellence. You will possess excellent interpersonal skills, and the ability to communicate effectively with people across all levels to deliver a professional and timely service in relation to HR issues whilst supporting the vision and ethos of the Trust.

Main Purpose

The HR Manager will provide comprehensive support and guidance to headteachers across the trust. Your guidance will lead on operational casework, whilst ensuring adherence to policy and consistent support for all employees.

Key Responsibilities

Casework

- Work with the Senior Leaders through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability, probation, welfare and exit interviews in accordance with the consistent application of Trust policies and procedures and compliance with employment law and best practice.
- To liaise with the professional advisors for HR services regarding employment issues and queries.
- To provide first line support for staff who wish to discuss welfare matters, that may require support from our occupational health and wellbeing providers or where staff need support for pension applications, paternity, and maternity leave.

Support leaders with compliance to legislation for restructures, redundancies, and TUPE consultations

Policy and Administration

- To promote, monitor and implement the equality policies of all schools in all aspects of employment and service delivery.
- To contribute to the writing and development of job descriptions, person specifications and adverts and maintain an up-to-date data bank of individual job descriptions and refer for evaluation where necessary.
- To facilitate, contribute to and develop a Trust wide staff induction.

- To develop a staff benefits package.
- Manage and maintain a suite of document templates e.g., employment contracts, variation to contract letters, invitation to meeting letters, resignation letters etc. Ensure these are accessible to the team and ensure they are kept up to date and in line with contractual and statutory requirements.
- Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed.
- Produce employment contracts and variation to contracts in line with authorised management requests.
- Provide management information reports relating to HR, for example absence data, staff lists, payroll costs etc. Work on requests for information, ensuring timely and accurate responses are provided.
- Support the recruitment process as necessary.
- Support the co-ordination of CPD events across the Trust.
- Develop and manage a consistent appraisal process.
- Ensure records management, data protection and H&S policies are adhered to.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person Specification

	Essential	Desirable
1. Qualifications		
1.1 CIPD qualification or equivalent, level 5 as a minimum		✓
1.2 Certificate in Safer Recruitment in Education		✓
2. Experience, knowledge, and understanding		
2.1 Previous experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues.	✓	
2.2 Up to date working knowledge of employment law including nationally agreed T&Cs for the education sector		✓
2.3 Knowledge of Safer Recruitment processes and legislation		✓
2.4 Excellent IT skills specifically MS365 Office; particularly Word and Excel		✓
2.5 Experience of operating HR databases	✓	
2.6 Able to streamline and improve operational processes	✓	
2.7 Ability to develop innovative ideas and solutions	✓	
2.8 Prior experience of TUPE transfers		✓
2.9 Ability to maintain confidentiality when required and to remain impartial	✓	
2.10 Ability to prioritise own time and work under pressure to meet deadlines	✓	
3. Skills in leadership and management		
3.1 Demonstrate excellent communication skills both orally and in writing	✓	
3.2 Ability to build effective professional relationships.	✓	
3.3 Ability to use appropriate influencing skills to gain employees confidence.	✓	
3.4 Proven ability to manage change, and conflict, empower others and construct solutions.	✓	
3.5 The ability to deal with possible contentious and complex relationships with some authority, tact, persuasion, and sensitivity.	✓	
4. Personal qualities		
4.1 Energy, determination, and perseverance.	✓	
4.2 Calm and organised approach to work under pressure and ability to inspire confidence in others. Ability to work under pressure and to recognise and manage stress.	✓	
4.3 Self-motivated with a 'can do' attitude and determination to 'get under the skin of problems'	✓	
4.4 Ability to work independently and use own initiative.	✓	
4.5 Reliability and integrity.	✓	
4.6 High levels of resilience and determination.	✓	