

Job Description



Job Title:	HR Manager
Remuneration:	Grade 10
Accountable to:	Head of HR / Deputy CEO
Place of Work:	Head Office and across Hamwic Education Trust (HET) Schools
Hours:	37 hours per week, term time plus two weeks

Role Remit:

- To provide HR advice, guidance and management, on a range of HR issues, together with the delivery of an efficient, professional and effective HR service for HET schools.
- To provide operational HR support to allocated schools to support achievement of school improvement plans
- To support the Head of HR/Deputy CEO in implementing HR strategies across HET
- To ensure that schools are compliant with HET HR processes and procedures

Key Responsibilities:

- Provide efficient and effective advice and guidance on a range of HR activities and casework to the schools
- Contribute to implementing the HET's HR strategies
- Support and train senior leaders throughout HET, providing them with tools to effectively manage and develop their staff
- Design and deliver (and customise where appropriate) training on a range of HR subjects to develop line managers' skills and capability ensuring they are confident to manage employees in a fair and consistent way.
- Work collaboratively with other the rest of the managed services team to have a co-ordinated approach to managing HR issues in schools

- To support school leaders and develop people plans with relevant short, medium and long term goals in their journeys to becoming good and better
 - Contribute to formulation of policies, procedures and guidance to ensure they are fit for purpose
 - Support school leaders through change management programmes, including TUPE and restructures, ensuring all activities are aligned to the needs of the school and consistent with their legal obligations
 - Keep abreast of HR best practice, legislative change and new developments to continuously improve knowledge and skills and ensure legal compliance and procedural consistency across all schools.
 - Support Investigation Officers throughout the investigation process with informal and formal investigations through to disciplinary hearings as required, and advise on appropriate outcome
 - Support with job evaluation for HET completing evaluations and advising on job description and duties, ensuring consistency of roles and grades
 - Contribute to the recruitment strategy and talent management for HET advising on the upskilling of existing staff and supporting schools including recruiting new apprentices
 - Use management information software and other data available to support people planning
 - Ensure the effective and efficient management of all people management processes, including but not limited to:
1. Ensuring a thorough Safer Recruitment and selection process is adopted at all times:
 - Provide guidance to schools around recruitment, pre-employment checks, contracts and staffing requirements
 2. Support schools to ensure compliance with safeguarding:
 - Provide support and guidance on safeguarding and completion of the single central register ensuring compliance
 - Direct any safeguarding concerns to relevant HET personnel
 - Support investigations of allegations
 3. Liaise with HET's Finance team and Payroll provider in terms of queries and deadlines:
 - Support schools with any ongoing issues and liaise with external agencies such as LGPS and TPS
 4. Ensuring a consistent approach to CPD/Performance Management (PM) throughout:
 - Provide guidance to schools around the PM process
 - Provide training to School Leaders in line with HET policy schedule and changes to legislation
 - Provide guidance and advice on managing underperforming employees
 5. Ensuring that sickness absence is managed in accordance with policy:
 - Provide advice and guidance for schools around managing individual absence cases, including trigger points, occupational health referrals and return to work interviews as part of the attendance and absence procedures and attend formal meetings once trigger points have been reached

- Advise and train BMs, and senior leaders in how to successfully manage absence
- Support the management of employees who are on long term sick
- Use absence data to advise school leaders to improve employee attendance

6. Ensure that employee relations are dealt with in a timely manner:

- Provide schools with relevant invite and outcome letters at disciplinary hearings, as well as providing guidance on IO reports
- Support governor panels at HR casework appeal hearings
- Support school leaders with flexible working requests ensuring time scales are met and relevant letters that are fit for purpose with agreements clarified are issued
- Draft letters and provide administrative support for HR matters
- Prepare scripts for BMs and senior leaders for use in ER cases
- Carry out HR internal reviews annually as required and collate, devise and follow up with relevant action plan
- Ensure the Manual of Personnel Practice is updated on a regular basis in line with legislative changes, ensuring it is fit for purpose and the platform is user friendly
- Manage complex HR casework and raise concerns as appropriate to the appropriate person and/or Line Manager
- Build and maintain working relationships with staff representatives, union representatives and other external organisations
- Ensure all new Business/Operations Managers and School Leaders are sufficiently inducted

7. Contributing to the staff well-being programme:

- Research, contribute and update the Health and Wellbeing intranet pages with relevant content
- Develop and maintain initiatives to support staff welfare and positive staff morale
- Support HET's Wellbeing Lead to implement the wellbeing strategy

8. General

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- Understand the school leader's requirements and priorities through providing HR business partnering service with each school and enabling creative solutions

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately

- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or received appropriate training to carry out these duties.



Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.

Experience:

- A secure knowledge of HR practices and procedures gained through at least 3 years working in HR at a senior level, preferably within a school environment

Skills and Knowledge:

- Level 7 CIPD qualification or equivalent (or willingness to work towards this once employed)
- CIPD Chartered status (preferable)
- Ability to analyse data and interpret information
- Ability to solve problems using own judgement and investigatory skills
- Ability to communicate a variety of information and ideas effectively to a range of audiences, through good written and oral communication skills
- Excellent and accurate ICT/keyboard skills and database use
- Ability to work on own initiative and plan and organise own workload
- Ability to concentrate for medium periods of time
- Ability to handle potentially emotive situations
- Understanding of key safeguarding issues and procedures
- Strong employee relations casework background
- Experience of providing an HR business partner service, ideally across a multi-site environment

Personal Attributes:

- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of HET
- Excellent communication skills

- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner
- High levels of tact, diplomacy, discretion, persuasion and respect for confidential information
- Good business acumen
- Ability to work well as a member of a team