

JOB DESCRIPTION HR Manager



Grade:	PO3
Salary:	£36,922 - £38,890
Responsible to:	HR Director
Hours:	37 hours per week
Location:	The West Bridgford School - EMET Head Office; home working; travel across the Trust required as necessary

Overview

- To work with EMET schools to ensure a consistent application of HR policies and procedures across all schools in the Trust.
- To support the EMET HR Director in implementing the Trust's HR strategy.

Duties and Responsibilities

1. Be the first point of contact for schools on all matters related to HR, providing timely, accurate and appropriate advice and seeking support from the HR Director for more complex queries.
2. Give advice to schools on HR casework regarding absence, disciplinary, capability, grievance and harassment matters, and manage cases or support school staff in managing cases, as appropriate, including the provision of supporting documents and templates.
3. Advise Head Teachers on appropriate processes when individuals reach pre-determined triggers.
4. Calculate sick pay entitlements, notifying Head Teachers and Payroll when sick pay changes are required and working with Head Teachers to ensure that individuals are notified when their sick pay is due to change.
5. Complete occupational health referrals and support Head Teachers in working through the medical recommendations.
6. Support Head Teachers with complex casework in schools, including any restructure or redundancy processes, with support from the HR Director.
7. Advise Head Teachers on recruitment processes, where necessary.
8. Ensure HR processes are started promptly and run effectively and sensitively to ensure consistency of application across the Trust.
9. Lead on the delivery of day-to-day HR operations in schools.

10. To be payroll approver for a group of schools.
11. Work with the HR Recruitment and Administration Team to resolve payroll issues and ensure that staff are paid correctly in line with contract amendments etc.
12. Ensure that all schools within the Trust comply with Trust policy, best practice and legal requirements for safer recruitment and the maintenance of the single central record.
13. Advise on safeguarding requirements when schools are considering bringing in volunteers and /or work placement students.
14. Create and disseminate annual spreadsheets for schools to support with the Appraisal process. Provide a check and challenge of responses to ensure consistency of application of pay progression across the Trust.
15. Ensure the completion of the School Workforce Census for a group of schools, working with school staff to resolve any queries.
16. Support the completion of Office for National Statistics surveys.
17. Conduct investigatory work and attend hearings as necessary.
18. Advise governor panels, as necessary.
19. Provide management information and reports as required.
20. Ensure that all Trust HR policies are observed and implemented consistently and in line with legislation, DfE guidance and good HR practice.
21. Ensure that accurate HR records are maintained and held in line with GDPR requirements.
22. Keep up to date with legislative and regulatory changes in relation to employment law and safeguarding.
23. Attend school and Trust meetings, as required.
24. To deputise for the HR Director, as necessary.
25. Undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined.

Signed:
Date:

**PERSON SPECIFICATION
HR Manager**



Qualifications	
GCSE A*-C English and Maths, or equivalent	Essential
CIPD level 3 qualification or above	Desirable
CIPD Associate Member	Desirable

Training	
HR Casework	Essential
Employment Law	Essential

Knowledge	
Awareness of child protection and safeguarding policies	Essential
Awareness of and a commitment to GDPR	Essential

Experience	
Working within HR providing advice and support	Essential
Managing a wide range of HR casework (eg, Absence, Disciplinary, Capability, Harassment, Redundancy, Restructures)	Essential
Working with Trade Union representatives	Desirable
Work in schools, academies or colleges	Desirable

Skills	
Ability to develop and maintain effective and efficient HR administration systems	Essential
Ability to build relationships and trust	Essential
Ability to manipulate data and provide clear results	Essential
Good working knowledge of Microsoft Office, including word and excel	Essential
Attention to detail	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Negotiation skills	Essential
Ability to maintain confidentiality	Essential

Qualities	
Ability to work with accuracy under pressure	Essential
Ability to work on own initiative and with minimum supervision	Essential
The ability to manage conflicting priorities	Essential
Well organised	Essential
Reliable	Essential
Approachable	Essential
Flexibility to travel between school sites on a regular basis	Essential
Suitable for work with children	Essential