

## Job Description

**JOB TITLE: Human Resources Manager (Gr4)**

**SETTING: Mayfield School (0.8) and The HIVE College (0.2)**

**HOURS: 36.5 hours per week, term time plus 10 days holiday working by agreement**

**SALARY: Grade 4 SCP 23 – 31; £28,720 – £35,954 per annum (approximately)**

**Actual salary - £25,913 - £29,948 (depending on service)**

### **1.0 JOB PURPOSE:**

- 1.1. To provide an efficient and professional HR Support Service to the establishments.
- 1.2. Supporting the leadership teams in relation to enhancing personal development and wellbeing.
- 1.3. Lead the work of the HR teams at Mayfield and The Hive to ensure that staff attendance levels are at a sufficiently high level to support the development of the establishments.
- 1.4. Conduct Return to Work interviews and lead and implement Managing Attendance procedures.
- 1.5. Maintain the Single Centre Record and ensure that it is accurate and compliant with statutory requirements and best practice.
- 1.6. Provide flexible support to other EIAT establishments and contribute in a collaborative way to the HR functions of the trust.
- 1.7. To fulfil a line management role for designated non-classroom based staff.

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1. Deployment of some staff including arranging cover for some absences
- 2.2. Liaise with agencies and support staff to ensure suitable cover arrangements are in place and best value is achieved.
- 2.3. Work with the SLT's to develop a workforce plan and monitor turnover
- 2.4. Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the development of establishments
- 2.5. Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications, managing reference requests and organising interview arrangements.
- 2.6. Preparation and presentation of all papers in relation to grievances and discipline cases
- 2.7. Ensure we have relevant policies in place for staff and that they are distributed accordingly
- 2.8. Preparation of all documents in relation to employees' employment for establishments, the LA and EIAT. Manage post-employment checks and procedures and ensure that employment contracts are arranged and distributed.
- 2.9. Manage DBS checks within legal guidelines
- 2.10. Manage maternity leave and risk assessment
- 2.11. Communicate with the Unions with regard to employee issues
- 2.12. Resolve any pay queries

- 2.13. Deal with OH Requests
- 2.14. Monitoring of annual reviews of performance for some staff
- 2.15. Development of training plan for designated employees and delivery of that plan
- 2.16. Work with the Assistant Headteacher to organise training onsite
- 2.17. Undertake staff inductions on the organisational aspects of the establishments
- 2.18. Monitor probationary periods for all new staff and make recommendations for future employment
- 2.19. Identify talents and skills amongst staff and play a key part in succession planning for the future
- 2.20. Provide reports in relation to recruitment/turnover, absences and cover costs for SLT's and Governing Bodies.
- 2.21. Contribute to SLT and Governing Body meetings as required.
- 2.22. Provide SLT's and Governing Bodies with different types of data as requested
- 2.23. Support the appropriate staff who are also required manage staffing issues
- 2.24. Support the SLT's as required

**3.0 SUPERVISION RECEIVED:**

Supervising Officer's Job Title:

Level of supervision: Plan own work to ensure the meeting of defined objectives

**4.0 PERSONAL SPECIFICATION:**

<b>QUALIFICATIONS</b>	<p>Relevant HR qualifications desirable</p> <p>Evidence of commitment to CPD throughout career</p>
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>	<p>Significant HR experience in a workplace</p> <p>Knowledge of relevant HR legislation and an ability to keep pace with changes.</p> <p>Understanding of the complexity of HR challenges and a range of strategies to improve situations.</p> <p>Understanding of the complexity of working in an educational environment and the challenges that it poses.</p> <p>Experience of balancing competing priorities so that the focus remains on the most important issues.</p> <p>A willingness to be a pragmatic 'in house expert' in the area of HR and providing advice and support to staff</p> <p>Experience of a range of challenging situations with successful outcomes.</p> <p>Experience of effectively working in teams.</p> <p>Experience of working collaboratively with a range of people.</p> <p>Experience of working closely with other groups, with the aim of resolving complex problems</p>



EducationIMPACT  
Academy Trust

Familiarity of Managing Attendance processes and procedures (preferably in academies)

High level of IT competence, literacy and numeracy skills



**PERSONAL AND  
PROFESSIONAL  
QUALITIES**

Excellent relationships with students, staff and families

Very high levels of emotional intelligence

High levels of empathy and a commitment to social justice and transformation

Excellent ability to read situations, 'take the temperature' and act accordingly

Reflective, self-aware and ability to acknowledge when things don't work out accordingly and act to improve for the future.

Able to articulate approaches with clarity.

Effective use of own time and consideration of the impact of your work on the time of others.

Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.

Excellent skills in planning and strategic management of resources.

Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.

Capacity to work under pressure to meet deadlines and organisational priorities.

Good leadership skills and ability to inspire and support colleagues to strive to improve.

Commitment to personal development and CPD.

Flexible in terms of working patterns and evolution of the role.

**OTHER**

Driving license, own transport and willingness to travel between sites.