

JOB DESCRIPTION

Job Title: HR Manager
Location: Mayfield School
Hours: 36.5 hours per week, all year round
Salary: Grade 4 SCP23 – 31 £33,366 - £40,476
Reports to: Executive Headteacher

1.0 JOB PURPOSE

- 1.1 To provide an efficient and professional HR Support Service to the School.
- 1.2 Supporting the leadership team in relation to enhancing personal development and wellbeing.
- 1.3 Support Mayfield School to improve staff attendance and ensure attendance remains high.
- 1.4 Implement the new Managing Attendance Procedures 2025, which will include conducting First Formal Attendance Meetings.
- 1.5 Maintain the Single Central Record, using the Online SCR, and ensure that it is accurate and compliant with statutory requirements and best practice.
- 1.6 To manage recruitment campaigns.
- 1.7 Provide flexible support to other EIAT establishments and contribute in a collaborative way to the HR functions of the Trust.
- 1.8 To fulfil a line management role for designated HR staff.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Work with the school leadership team to develop a workforce plan and monitor turnover.
- 2.2 Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the development of establishments.
- 2.3 Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications, managing reference requests, and organising interview arrangements.
- 2.4 Monitor and record absence; conduct Return to Work interviews and carry out staff welfare calls.
- 2.5 Preparation and presentation of all papers in relation to grievances and discipline cases
- 2.6 Ensure that staff are made aware of Trust policy updates and procedures and that staff know where to access policies.
- 2.7 Liaise with Employee Relations and the Trust HR Manager for advice as required.
- 2.8 Preparation of all documents in relation to employees' employment for establishments, the DfE 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; check monthly trial pay reports.
- 2.13 Manage Occupational Health Referrals.
- 2.14 Monitoring of annual reviews of performance for HR staff.
- 2.15 Development of training plan for designated employees and delivery of that plan.
- 2.16 Undertake staff inductions on the organisational aspects of the establishments.
- 2.17 Monitor probationary periods for all new staff and make recommendations for future employment.
- 2.18 Identify talents and skills amongst staff and play a key part in succession planning for the future.
- 2.19 Provide reports in relation to recruitment/turnover, absences, and cover costs for the school leadership team and Governing Body.

- 2.20 Contribute to school leadership team and Governing Body meetings as required.
- 2.21 Provide the school leadership team and Governing Body with different types of data as requested.
- 2.22 Support the appropriate staff who are also required to manage staffing issues.
- 2.23 Support the school leadership team as required.

3.0 OTHER

- 3.1 To promote the agreed vision and aims of the School and Trust.
- 3.2 To undertake appropriate professional development including adhering to the principles of performance management.
- 3.3 To set an example of personal integrity and professionalism.
- 3.4 Attendance at appropriate staff meetings.
- 3.5 To work collaboratively with other Trust HR Managers to achieve best practice.
- 3.6 Any other duties as commensurate within the grade to ensure the smooth running of the School/Trust.

4.0 SAFEGUARDING

- 4.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety.
- 4.3 To adhere to the ethos of the School and Academy Trust.

5.0 SUPERVISION RECEIVED

- 5.1 Level of Supervision - Left to work with established guidelines subject to scrutiny by the Executive Headteacher.
- 5.2 Plan own work to ensure the meeting of defined objectives.

6.0 SUPERVISION GIVEN

- 6.1 HR Assistant

PERSON SPECIFICATION

	Requirements	Method of Assessment
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of literacy, numeracy, and IT skills • CIPD L5 desirable (or commitment to working towards) • Evidence of commitment to CPD throughout career 	AF AF AF & I
Experience	<ul style="list-style-type: none"> • Significant HR experience in a workplace • Knowledge of relevant HR legislation and an ability to keep pace with changes. • Understanding of the complexity of HR challenges and a range of strategies to improve situations. • Understanding of the complexity of working in an educational environment and the challenges that it poses. • Experience of balancing competing priorities so that the focus remains on the most important issues. • A willingness to be a pragmatic 'in house expert' in the area of HR and providing advice and support to staff. • Experience of a range of challenging situations with successful outcomes. • Experience of effectively working in teams and of working collaboratively with a range of people. • Familiarity of Managing Attendance processes and procedures (preferably in academies) • Experience of using Microsoft Office, HRIS software and Applicant Tracker Systems (Neo People, iTrent or similar) 	AF & I AF & I AF & I AF & I AF, I, T AF & I AF & I AF & I AF, I, T AF, I
Skills & Ability	<ul style="list-style-type: none"> • Excellent relationships with students, staff, and families • Very high levels of emotional intelligence • High levels of empathy and a commitment to social justice • Excellent ability to read situations, 'take the temperature' and act accordingly. • Reflective, self-aware and ability to acknowledge when things do not work out 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. • Ability to maintain confidentiality. • 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. • Personal resilience and 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. • Flexible in terms of working patterns and evolution of the role. 	AF & I I I I I AF & I AF & I I I AF & I I AF, I, T I I
Other	<ul style="list-style-type: none"> • Willingness to travel between sites. 	I

AF – Application Form, I – Interview, T - Test