

Job title: HR Manager

Location: Weaver Trust Office, Suite 2, Oak Tree Barn, Hatton Lane, Warrington, Cheshire, WA4 4BX

Responsible to: Director of Finance and Operations

Job Purpose:

Lead on all people and culture practices and provide expert guidance and support to trustees, governors, senior leaders and line managers in the areas of employee relations, employee engagement, recruitment and retention, performance management, organisational and employee development, employee attendance, wellbeing, reward and benefits, diversity & inclusion, policy development and HR compliance.

Full responsibility for day to day management of HR Operations, developing and implementing HR processes, procedures and systems and directly contributing to the long term strategic objectives of the school

The main responsibilities will include:

- Collaborate with senior leadership to develop and implement HR strategies that support the Trusts values and strategic objectives.
- To work with the Senior Leadership Team, assisting in the understanding and implementation of policies and procedures.
- In conjunction with Senior Leadership Team, ensure staffing issues are identified and addressed in accordance with good practice, employment law and Trust policy, referring to Occupational Health Support where appropriate. Provide expert advice and guidance for all employee relations matters.
- Appropriate intervention and communication with employees on various employment or personal issues to ensure consistent and effective people management practices
- Seek to maintain or create positive working relationships with employees, and Trade Union representatives as required, to achieve positive outcomes in the event of dispute or disengagement.
- Lead on recruitment and retention practices across school, ensuring safer recruitment is followed at all stages of the process from advertisement to induction and delegating tasks to the Payroll and HR Administrator as appropriate.
- Advise on performance management issues where required and support with development of performance improvement plans.
- Ensure each school meets the Keeping Children Safe in Education requirements for employment through Safer Recruitment and appropriate vetting and safeguarding checks including DBS, references, DfE checks, qualifications etc.
- Oversee the induction process for new employees, ensuring that onboarding is done in a timely and effective manner.
- Attend Trustee Meetings and relevant committees and prepare relevant papers as and when required to discuss HR matters.
- Liaise with the Trust Finance and Operations Manager and Finance and Operations Director on all pay-related issues including new appointments, contract changes, leavers, maternity/paternity pay, sick pay etc. to ensure that relevant and authorised paperwork is provided in accordance with payroll deadlines.
- Lead on HR projects as and when required, including reward and benefits, HR systems and metrics and policy development.
- Prepare and provide regular HR metrics to SLT and Trustees.

Staff Wellbeing

- Lead on developing a supportive wellbeing culture and ethos across our Trust
- Developing an annual engagement survey across the Trust
- Build trust and instil confidence in staff in order to provide support and guidance.
- Develop and undertake risk assessments for staff and areas of work as required, such as stress risk assessments and wellbeing assessments.
- Develop and deliver training sessions on positive mental health and wellbeing.
- Be proactive in the prevention of poor mental health and work with staff to identify problem resolution.
- Develop and steer a staff working group ensuring all areas of the school are represented.

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)
Qualifications	
Education to Degree Level	D
Recognised HR qualification or related professional qualification	E
MCIPD	D
Evidence of relevant and sustained CPD	E
Experience	
Experience in a HR leadership role	E
Experience working in an education setting	D
Working across multi-site organisations	D
Providing appropriate challenge and advice to leadership	E
Knowledge/skills/abilities	
Strong employment law and HR best practice	E
Excellent communication skills, written and oral	E
Effective coaching and influencing skills	E
Analytical and problem solving skills	E
Mediation skills	E
Leadership skills with an ability to motivate, inspire and support a high performance culture.	E
Highly organised with an ability to plan and prioritise effectively	E
Committed to deliver exceptional standards	E
Professionalism, integrity and ability to maintain confidentiality.	E
Willingness to travel to different sites in the Trust	E
Commitment to promoting diversity and inclusion in the workplace	E