

## Job Description & Person Specification

<b>JOB TITLE</b>	HR Manager – Winsford Academy				
<b>RESPONSIBLE TO</b>	Headteacher				
<b>SUPERVISES</b>	Personnel Administrator				
<b>GRADE</b>	Grade 10 (NJC)	Hours	37	Weeks	42-Full Year

### JOB PURPOSE

The HR Manager will be responsible for implementing the Trust's HR Management Policies on absence, recruitment, onboarding including induction and probation and performance management at The Winsford Academy.

They will monitor and review the school's HR delivery to ensure staff wellbeing and workload is managed effectively in the workplace and they will lead on the oversight of staffing and supply budgets, under the direction of the Headteacher.

### MAIN RESPONSIBILITIES

<b>1</b>	<b>Leadership, management and advice</b>
	<ul style="list-style-type: none"> <li>• Provide advice to school leaders on all aspects of HR practice, ensuring the school adheres to the Trust policies and procedures. Take advice from the Trust HR Director as needed</li> <li>• Attend and contribute to weekly Senior Leadership Team (SLT) meetings and half termly Executive Business Meetings. Implement planned change in accordance with the school development plan. Obtain information to support workforce planning in accordance with the school's strategic objectives, including identifying skills gaps and assisting with financial modelling of staff deployment options</li> <li>• Manage the school's HR information system, SAMpeople, to provide relevant KPI's for school leadership. This will include providing training, generating reports, and refining the ways in which the system is used to maximise efficiency</li> <li>• Lead on implementing organisational change, such as restructuring, redundancy and TUPE transfers with the Trust HR Director</li> <li>• Ensure all managers have a clear understanding of HR related Trust and school policies and procedures and the importance of putting them into practice</li> <li>• Lead HR case work with guidance from the Trust HR Director, including if applicable absence management, disciplinary, grievance and capability. Implement training and guidance for line managers where they are involved in case management.</li> <li>• Where needed, conduct investigations in relation to grievance and disciplinary cases</li> </ul>
<b>2</b>	<b>Recruitment and induction</b>
	<ul style="list-style-type: none"> <li>• Manage the advertisement of vacancies to both internal and external candidates using the SAMpeople recruitment portal and other job platforms</li> </ul>

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	<ul style="list-style-type: none"> <li>• Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate in line with the Trust HR Director</li> <li>• Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage using the Trust recruitment portal</li> <li>• Ensure that material is prepared for interviews, including interview questions and assessment tasks</li> <li>• Ensure safer recruitment procedures are followed (training will be provided) Oversee/issue offer letters and terms and conditions of employment using Trust templates</li> <li>• Manage the new starter, induction and probation processes, in liaison with line managers</li> </ul>
<b>3</b>	<b>Safeguarding and record keeping</b>
	<ul style="list-style-type: none"> <li>• Manage entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements either directly or through the Personnel Administrator's input</li> <li>• Manage the school's DBS checking process and other statutory checks, ensuring compliance with safeguarding requirements</li> <li>• Ensure all local HR records and correspondence are accurately and efficiently produced and maintained in line with Trust policy and procedure, and utilising relevant templates.</li> <li>• Oversee record keeping for all statutory training and respond to non-compliance</li> <li>• Lead on the preparation and submission of the School Workforce Census, with support from the Trust HR Director</li> </ul>
<b>4</b>	<b>Performance management, staff training, pay and conditions</b>
	<ul style="list-style-type: none"> <li>• Line manage support staff, including taking responsibility for their professional development</li> <li>• Co-ordinate the school's professional development programme, working closely with staff to ensure that needs are prioritised and addressed and that accurate records of training are kept</li> <li>• Oversee and report on the Performance Management process in accordance with the Trust policy and procedures, ensuring records are maintained</li> <li>• Advise line managers on continuous professional development options to address relevant staff needs</li> <li>• Oversee the local implementation of the Trust payroll procedures, with support and guidance from the Trust central team.</li> <li>• Review and sign off the monthly payroll reports, with guidance from the Trust HR Director and Finance Director as required</li> </ul>
<b>5</b>	<b>Staff engagement and wellbeing</b>
	<ul style="list-style-type: none"> <li>• Lead on the use of the Trust Absence Management policy effectively putting support in place to reduce the risk of long-term absence</li> <li>• Act as the point of contact for staff questions about HR policies and procedures</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work with professional associations, maintaining strong and effective relationships that support the school's approach and responsibilities</li> <li>• Prepare and manage occupational health referrals.</li> <li>• Assist employees in connection with access to work applications and ill health retirement processes</li> <li>• Conduct relevant group and individual risk assessments required (stress, maternity, etc)</li> <li>• As needed, support the Estates (H&amp;S) Manager with follow-up to incidents that have caused distress or harm to staff</li> <li>• Assist and guide the Headteacher with the management of personal leave requests</li> <li>• Oversee record keeping for annual leave</li> <li>• Manage the implementation of parental leave and ensure appropriate record keeping</li> </ul>
<b>6</b>	<b>Staffing Resource Management</b>
	<ul style="list-style-type: none"> <li>• Contribute information to support the budget setting and monitoring process, particularly in relation to staffing and contracts.</li> <li>• Where needed, engage the services of supply agencies, including holding them to account for safer recruitment/KCSIE compliance</li> <li>• Hold and manage budget for supply staff and recruitment</li> <li>• Manage the performance of service level agreements from external providers, with support and advice from the Trust central team where needed.</li> </ul>
<b>7</b>	<b>General Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Be committed to the safeguarding and promotion of the welfare of children and young people</li> <li>• Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person</li> <li>• Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communication with all staff and other agencies/professionals</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
	<p>Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.</p>

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### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• HR qualification – CIPD or other relevant HR qualification</li> <li>• A level as a minimum, ideally a degree level qualification</li> <li>• GCSEs in English and Maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in an HR department at a senior level</li> <li>• Developing, managing and operating HR systems</li> <li>• Working with senior stakeholders</li> <li>• Experience working in the education sector ideally</li> <li>• Line management experience ideally</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of employment law and safer recruitment requirements</li> <li>• Good knowledge of the conditions of service in the Burgundy and Green Book</li> <li>• Understanding of data protection and confidentiality</li> <li>• Excellent attention to detail</li> <li>• Effective communication and interpersonal skills</li> <li>• Excellent time management</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to use MS Office suite and experience of using an HR MIS</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to always maintaining confidentiality</li> <li>• Commitment to safeguarding and equality</li> </ul>

#### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 19 February 2025

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager's signature:** \_\_\_\_\_