

## **Great Heights Academy Trust**

### **Job Description**

<b>Post</b>	HR Manager
<b>Pay range</b>	PO1-PO4
<b>Hours of work:</b>	20 hours per week term-time only + 15 days
<b>Responsible to</b>	MAT Core Team, in particular Chief Operations Officer CEO, Academy Principals

### **Prime Objectives of the Post**

**To provide a professional, efficient and proactive Human Resources service for the MAT which will include, but will not be limited to, recruitment; absence management; induction; policies and procedures, new starters, leavers and general HR support.**

#### **Staff Attendance:**

- To manage staff absence providing guidance and advice to managers on absence management.
- To ensure that records of attendance, leave of absence and annual leave are maintained.
- To process sickness and absence details onto Itrent (Staff Management Information System).
- To produce reports to monitor absence and other HR issues and advise the COO so that HR processes run to schedule and in line with policies.
- To ensure return to work meetings are arranged and forms are completed promptly.
- To co-ordinate Occupational Health and welfare visits as required under the direction of the COO.

#### **Recruitment, Including Safeguarding Responsibilities:**

- To co-ordinate adverts ensuring that these are placed on the relevant internal and external advertising locations.
- To collate job applications for shortlisting, arrange interview schedules, request references, prepare offer letters and all communication and associated tasks required in relation to the recruitment process.
- To provide administrative support during the staff recruitment process and ensure all necessary pre-employment checks are completed.
- To notify departments of new staff details ensuring all log-in codes, badges, resources are prepared in advance.
- To create and maintain forms for pay and contract related changes and update personnel files accordingly.
- To be responsible for maintaining the Single Central Register and updating staff DBS checks as appropriate.

#### **Policy Development and Project Work:**

- To review and update HR policies and procedures, working with the Core Team, Trustees and collaboratively with the relevant Trade Unions, to ensure policies and procedures are robust and compliant with current employment legislation and review bodies.
- Assist the COO with all aspects of TUPE connected with future academy transfers.
- Oversee School Workforce Census and other HR returns as appropriate.
- To be aware of changing employment legislation and new developments, attending relevant training in order to maintain high standards and contribute to the continuous improvement of service delivery.

- To liaise with the School's elected HR legal advisors as appropriate, to ensure compliance.
- To support the Core Team with diverse casework as required; grievances, investigations, disciplinary, staff absence, redundancy, settlement agreements and dismissals. Identifying risks and mitigating actions.
- To support the Core Team and Academy Principals with appraisal and capability concerns, performance related pay decisions and appeals.
- To support the Core Team with the employee health and well-being strategy.
- To provide effective, accurate management information for the Core Team and Trustees to facilitate informed decisions and monitor trends.
- To inform and advise on HR matters for Trustee meetings as required, in order to facilitate decision making.
- To develop and deliver training and awareness sessions in relation to relevant HR practices and new employment legislation within the remit of the role.

**General HR Processes:**

- To provide advice to individual members of staff on a broad range of HR issues, handle diverse casework and disseminate good management practice.
- To be responsible for all confidential personnel records, including electronic files on behalf of the Core Team, ensuring GDPR compliance.
- To ensure annual staff declarations with regard to health and safety, safeguarding and administration procedures are collated accurately and to deadlines.
- To co-ordinate procedures for all exit interviews for staff leavers.
- To undertake such other duties and responsibilities as may be reasonably requested by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting it's values and vision with all stakeholders.