

Head of HR

Job Description



Job details

Job title: Head of HR

Salary scale: MG1

Contract type: Full time, permanent

Reporting to: the trust's Headteachers

Responsible for: HR Team (HR Manager and HR Administrator)

Overall Purpose of the post:

Lead and develop a high-performing HR & Organisational Development Service across all aspects of delivery of operational and strategic people priorities.

A key purpose of the role will be to develop appropriate HR and Organisational Development Strategies for the trust which includes recruitment and retention, training and CPD and talent management to help the trust achieve its goals and its effectiveness. It is expected the postholder will develop strong professional relationships both internally and externally and will demonstrate the trust's values at all times.

Deputise or act on behalf of the Headteachers on HR matters, as and when required, in line with the trust's Scheme of Delegation

Act as the 'gatekeeper' on all important people related decisions, demonstrating the right level of challenge and influence at senior level

The role will also be responsible for the oversight of payroll and pension provisions, and the development of an efficient and effective HR team ensuring a high level of customer focus in all areas of the team's work.

Special Features:

The postholder will be required to liaise closely with the Head of Finance to help formulate and maintain effective procedures to keep them up to date regarding starters, leavers and all contract changes affecting pay and to provide information required to meet audit and other statutory requirements.

The postholder may be required to work in any of the locations within the trust as dictated by the demands of the job.

Main Duties and Responsibilities:

HR

- Work with other members of the SLT to understand the trust's current and future people needs and challenges and to develop and implement an effective Strategy including workforce planning, organisation and job design, talent management, employee engagement, succession planning and culture change
- Work closely with leaders and line managers, providing expert guidance on all HR matters; apply

your knowledge of employment law to all elements of the employment lifecycle (attraction and recruitment, onboarding and induction, development and retention, exit), in order to provide high quality advice, service, and recommendations to line managers at all levels on daily employee relations, absence and performance management issues

- Utilise coaching and mentoring skills to support line managers at all levels to recruit, retain, motivate and develop their teams: coach leaders to develop their people leadership skills and position yourself as their first line support for advice and counsel on all people related matters; work closely with line managers to proactively identify potential issues and provide hands on assistance with managing personal improvement plans, underperformance, flexible working etc.
- Seek and make use of specialist expertise in relation to HR issues; liaise with the trust's external HR advisers to lead on investigations and complex employee relations issues including absence management, disciplinary, grievance, capability, mediation, restructures, redundancy, TUPE, certificates of sponsorship and work visas
- Lead implementation of successful change management initiatives
- Monitor the service provided by the trust's external HR provider to ensure that it meets requirements
- Keep the rest of SLT and Board of Trustees informed about all relevant matters; attend relevant meetings, as required
- Develop and apply key performance indicators to inform people management strategies; effectively manage HR data and KPI's to identify and address areas requiring improvement.
- Have overall responsibility for the recruitment process, identifying and implementing effective and innovative hiring strategies including use of social media, promoting a competitive brand, providing a comprehensive high quality, professional service to applicants and prospective employees as well as ensuring that procedures are effective as well as compliant with safer recruitment and also budget constraints
- Co-ordinating recruitment events and overseeing interview arrangements including room booking and provision of hospitality
- Lead on job evaluation and review of pay scales, ensuring equality of pay across the organisation
- In conjunction with line managers, ensure the trust has an appropriate induction programme for new joiners and effective end of contract procedures for leavers
- Lead on management and development of appraisal processes for all staff, ensuring that tools are fit for purpose
- Have an active commitment to own professional development
- Stay up to date with relevant changes in legislation within the HR and education sectors
- Develop and oversee the HR training programme for new and existing line managers at all levels to encourage and enable a proactive and anticipatory approach to people management and facilitate the development and maintenance of a caring but effective working environment
- Regularly review the Trust's HR policies and procedures to ensure they are legally compliant, appropriate and in line with current best practice
- Ensure that recruitment and other HR processes and policies actively promote equality and diversity
- Assist colleagues with HR queries
- Assist the trust and colleagues with interpretation of and compliance with trust HR policies and implement procedures to ensure adherence to internal policies
- Oversee tools for managing employee relations, including strategies that positively promote staff well-being and employee engagement, and employee benefits including the trust's Employee Assistance Programme
- Promote good employment relations; manage consultations with staff and develop effective working relationships with Trade Unions and other staff representatives, as required
- Act as the trust's external facing representative for HR maintaining effective links with relevant external organisations
- Monitor the deployment of agency staff and volunteers

Payroll

- Oversee processes for starters, leavers, recording of annual leave, increases in full-time equivalent ratios and eligibility for long service awards
- Monitor the service provided by the trust's external payroll provider to ensure that it meets requirements
- Oversee checking of overtime claims and adjustments for unpaid leave
- Oversee checking of monthly payroll costings and prompt resolution of related queries
- Authorise monthly payroll
- Assist colleagues with payroll queries

Pensions

- Oversee the trust's administrative support on Teachers' and Local Government Pension Scheme issues
- Act as the trust's main contact with the Teachers' Pension Scheme and the scheme administrators for the trust's Local Government Pension Scheme and to respond to communications from both.
- Assist colleagues with their pension queries
- Prepare the trust's Teachers Pensions Scheme End of Year Certificates and liaise with the trust's external auditors regarding audit thereof
- Act as the trust's main contact with The Pensions Regulator regarding its workplace pensions and automatic enrolment

General

- Support your team and other colleagues to develop themselves and increase the quality of their offer to the trust, ensuring that, insofar as possible, the service is sustainable and not person dependent
- Complete relevant returns and statutory reporting within deadlines e.g. School Workforce Census return, gender pay gap reporting
- Ensure that the risks associated with HR, payroll and pensions (financial, operational and reputational) are identified, flagged to the SLT and Board, and documented within the Trust's risk register and that appropriate mitigations are in place to manage these effectively
- Treat all information acquired through your employment, both formally and informally, in strict confidence.
- Be aware of The Trust's responsibilities under the Data Protection Act and the General Data Protection Regulation for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. Maintaining client records and archive systems, in accordance with the Trust's procedure, policy and statutory requirements.
- Negotiate with relevant people related external service/system providers and hold them to account for service delivery; lead on procurement of relevant services in conjunction with Finance team
- Be aware of and comply with policies and procedures relating to HR, finance, data protection/GDPR, child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Contribute to the overall ethos/work/aims of the school.
- Have a strong commitment to furthering equalities in both service delivery and employment practice.
- Establish constructive relationships with colleagues and relevant others to support the work of the school.
- Participate in the school's performance management processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Carry out any other duties appropriate to the level of the post as required by your line manager and/or the Headteachers.

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

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

Last reviewed: December 2020

Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

HEAD OF HR PERSON SPECIFICATION

Required for the post:	Essential E / Desirable D
Qualifications and training	
<ul style="list-style-type: none"> Recognised CIPD, Employment Law or other relevant degree level qualification 	E
Experience	
<ul style="list-style-type: none"> Experience of working in a school Successful experience of working at a senior management level in HR Track record of providing clear, unambiguous advice to leadership on complex and possibly contentious issues, exercising resilience to pressure from others, judgement and analytical skills Experience of leading, motivating and managing staff to ensure high performance 	D E E E
Knowledge/skills/abilities	
<ul style="list-style-type: none"> A clear understanding of employment legislation as it relates to academy schools The ability to translate a visionary/innovative concept into a practical implementation plan Able to articulate complex information in a clear, concise manner, appropriate to the required audience Strong communicator who is at ease with stakeholders at all levels, particularly colleagues; Ability to forge effective internal and external working relationships at every level Ability to build a sustainable workforce of high-quality staff Good knowledge of payroll Strong negotiation skills and the ability to influence others to the benefit of the Trust Excellent IT skills; particularly Microsoft Word and Excel Diligent and reliable with excellent attendance and punctuality Highly proactive - able to work on own initiative but also as a co-operative part of a team and to build and maintain positive relationships with a wide range of staff; a positive outlook and a flexible 'can do' approach Approachable; Excellent customer service skills Well-organised and methodical with excellent attention to detail Effective time management with ability to balance and prioritise competing demands; able to work under pressure and to multiple deadlines Resilient and persistent when problem solving 	E E E E E E E E E E E E E E E
<ul style="list-style-type: none"> An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation High expectations of self and others Enthusiastic and motivational with strong morale building skills Resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner Committed to maintaining confidentiality at all times Committed to own professional development and that of colleagues 	E E E E E E

<ul style="list-style-type: none"> Committed to student welfare and the safeguarding principles of the school Committed to the principles and practice of equal opportunities 	E E
<ul style="list-style-type: none"> Able to work flexible hours as work flow demands Clean driving licence and own transport 	E E

If an applicant is judged not to meet any one of the essential requirements of the post, they will not be shortlisted for interview.

Heathland Whitefriars Federation is an Equal Opportunity employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to pre-employment checks including an Enhanced Disclosure Barring Service check