

JOB DESCRIPTION

HR Manager

Reporting to:	Chief Executive Officer (CEO)
Location:	Aston Manor Academy / Chilwell Croft Academy
Weeks of work	36.5hrs per contracted working week All Year Round
Grade/salary:	Grade 4, Spinal Column Points (SCPs) 23 to 31 (£34,434 – 41,771) – salary range as at 1.4.2025

Pay progression – Automatic annually

Equitas Academies Trust is a Multi Academy Trust (MAT) established in June 2011 and consists of 1 Secondary Academy, Aston Manor School and 1 Primary Academy, Chilwell Croft.

Job Purpose

- To deliver a professional HR Service (including Payroll) for the Trust, advising on application, implementation of related policies, procedures and documentation.
- Be a point of contact for HR related enquiries.
- Provide advice and support to staff on HR matters, ensuring compliance with HR policies and procedures, seeking further advice from the Trusts HR Consultants as necessary.
- To contribute to the ongoing development of the Trust's People and Wellbeing Strategies.
- Line Management of the HR Administrator.

Key Responsibilities:

- Build relationships with managers at all levels and develop a good understanding of their work so as to be able to offer solutions that are education focused and put the student at the heart of all decisions.
- To provide specialist advice, guidance and support to senior and line managers on a wide range of people management issues including contracts of employments, terms and conditions of employment, remuneration etc. in order to enable fair, consistent and effective staff management.
- To take a lead in the drafting, development and production of new HR policies and procedures as required.
- To support Headteachers and other Executive Managers in the management of grading reviews and job evaluation systems.
- To play an active role in all stages of the recruitment and selection of staff within the Trust.

- To provide support and advice, as appropriate, to individual members of staff.
- To take a leading role on HR projects and/or initiatives as required to ensure that systems and processes reflect the best practice within the sector.
- To work towards continuous improvement, maintaining an excellent understanding of current and proposed HR practices and developments.
- To send all contractual changes to Payroll on a monthly basis and complete all contractual variations as necessary.
- Provide accurate monthly employee contractual salary information, absence data and expenses in a timely manner to meet the required payroll deadlines.
- Support the payroll function with completing pension portal administration of employees leaving employment.
- Support and aid in the collation of annual performance management in accordance with the Trust Policy.
- Monitor all staff absences in accordance with the Trust Policy including triggers and welfare calls.
- Take a leading role in the development of the Wellbeing calendar and events across the Trust.
- To work in partnership with the Director of Innovation and Development to continue to develop and implement the Trust's People Strategy.
- Coordination of cross Trust statutory CPD for staff.
- Liaise with the Trust Legal provider and other HR Consultants where appropriate on certain cases, according to respective expertise.
- Staying ahead of legislative and regulatory changes, particularly within the Education Sector, to continuously influence, minimize risk, develop and improve HR people management and practices.
- Preparing and presenting management information reports, trends and analysis at Trust Board meetings, as required.

General:

This job description outlines the broad areas of responsibility and accountability for the post. It will be reviewed on an annual basis and any modifications or amendments will only be made following discussion with the Chief Executive Officer.

Child Protection:

To 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.

Safeguarding:

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

Review and Amendment:

The job description is normally subject to an annual review. It may be amended at the request of the Chief Executive Officer or post holder but only after consultation with the post holder.

**PERSON SPECIFICATION
PEOPLE & ORGANISATIONAL DEVELOPMENT ADVISOR**

Method of Assessment (MOA)

AF Application form	C Certification	I - Interview	T – Test or Exercise	P Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	CIPD Level 5 qualification or willingness to undertake (E)	AF/C
	Degree level or equivalent (D)	AF/C
Experience Relevant work and other experience	Experience of working at a HR professional level in an Academy/Trust/School or Education Setting (E)	AF/I
	Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner. (E)	AF/I
	Experience of using HR and payroll systems (D)	AF/I
	Experience of working in a busy HR / office environment (E)	AF/I
Skills & Ability	Excellent oral and written communication skills with the ability to engage, inform and negotiate with colleagues and staff representatives at all levels. (E)	AF/I
	Excellent IT skills: Word, Excel, Powerpoint or equivalent systems such as Teams/One Drive. (E)	AF/I
	Payroll administration experience within the education sector (D)	AF/I
	Ability to deal with potentially difficult and sensitive situations confidently and effectively. (E)	AF/I

Training & Professional Development	Evidence of relevant continuous professional development (E) Willingness and commitment to undertake professional HR-related training, including study in own time (E)	AF/I AF/I
Other	A high level of interpersonal communication (E) Ability to develop and deliver training to staff (E) Able to work in an energetic environment (E)	AF/I AF/I AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____