

JOB DESCRIPTION AND PERSON SPECIFICATION



EMPLOYMENT DETAILS	
JOB TITLE:	People Manager
GRADE:	Kent Range I
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	<p>The People Manager will lead and deliver a professional, proactive and efficient HR service across the Trust, operating at both strategic and operational levels in alignment with Trust priorities.</p> <p>The postholder will contribute to the development of future-focused HR practices, systems, and culture, acting as a key advisor to the Executive Team, school leadership teams, and wider stakeholders on all matters relating to people, policy, practice and organisational development.</p> <p>Working collaboratively with colleagues across the Trust, the People Manager will help drive the successful delivery of the Trust's strategic objectives through effective workforce planning, employee engagement, and the development of robust people strategies.</p>
RESPONSIBLE FOR:	<ul style="list-style-type: none"> Senior HR Officer HR Officer Payroll Officer

MAIN RESPONSIBILITIES	
PEOPLE STRATEGY & WORKFORCE PLANNING	<ul style="list-style-type: none"> Develop and implement HR strategies that support and enable the Trust's strategic aims. Lead and develop the HR team to ensure HR services are aligned with organisational needs and deliver measurable value. Drive workforce and succession planning, talent management, and organisational development initiatives. Lead wellbeing strategy, promoting a positive and healthy culture and aligning practice with HSE standards and the Wellbeing Charter. Position the Trust as an Employer of Choice through consistent, high-quality people practices. Develop and embed reporting mechanisms for people metrics at board and senior leadership level.
EMPLOYEE RELATIONS	<ul style="list-style-type: none"> Provide expert HR advice to headteachers and managers on all ER matters, including capability, conduct, grievance and attendance, supported by the External HR Advisor where appropriate.



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<p>RECRUITMENT & RETENTION</p>	<ul style="list-style-type: none"> • Ensure the fair, consistent and timely resolution of casework in line with Trust policy, employment legislation and best practice. • Maintain up-to-date knowledge of employment law, preparing leaders for forthcoming changes and ensuring timely compliance. • Oversee the accurate recording, monitoring and reporting of ER data for legal compliance. • Ensure Safer Recruitment principles are applied throughout the recruitment process, including monitoring training compliance. • Regularly review and challenge HR practices and systems to drive continuous improvement and enhanced value. • Provide coaching, guidance and appropriate challenge to school leaders to support sound, compliant and people-centred decision making. • Develop and embed staff consultation structures, working with key stakeholders including recognised unions, staff voice groups and others as appropriate.
<p>POLICY & COMPLIANCE</p>	<ul style="list-style-type: none"> • Oversee all recruitment processes to ensure compliance with safer recruitment legislation and Trust policies. • Lead large-scale and senior-leadership recruitment campaigns. • Develop and support initiatives to strengthen staff retention, engagement and wellbeing. • Enhance the Trust’s employer brand to attract high-quality applicants. • Oversee onboarding processes for all new staff, including those joining through Trust growth. • Oversee induction, probation, exit interviews and leavers analysis to inform retention strategies. • Monitor turnover trends and produce regular retention insights for the Executive Team and Trust Board, including hotspot analysis and proposed interventions. • Develop and implement initiatives that enhance employee engagement, recognition and staff experience across all academies. • Design retention action plans for schools with higher turnover or ER hotspots, working with Headteachers to implement targeted solutions.
<p>LEARNING & DEVELOPMENT</p>	<ul style="list-style-type: none"> • Lead the ongoing review and development of HR policies and procedures, ensuring alignment with legislation and sector best practice. • Ensure statutory safeguarding requirements are met, including oversight of pre-employment checks and Single Central Record compliance. • Provide timely advice to leaders following changes to employment law and education-sector guidance. <ul style="list-style-type: none"> • Support the design, planning and delivery of Trust-wide professional development and growth programmes. • Monitor training and development commitments, including training agreements and compliance records. • Monitor , oversee and administer Apprenticeships.



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<p>PAYROLL & HR SYSTEMS</p>	<ul style="list-style-type: none"> • Identify talent, leadership and development opportunities across the Trust. • Oversee HR data management systems, ensuring accurate and timely information is provided to payroll. • Support the development and optimisation of payroll functions with the external payroll provider. • Develop and oversee employee benefits and reward initiatives. • Maintain oversight of pay scales, pay progression processes and associated compliance. • Analyse workforce data to support strategic decision-making.
<p>COLLABORATION AND PROFESSIONAL RELATIONSHIPS</p>	<ul style="list-style-type: none"> • Communicate effectively with staff, external partners and stakeholders. • Work collaboratively with colleagues across the Trust and beyond to support organisational priorities. • Build strong professional relationships based on trust, respect and credibility.
<p>PROFESSIONAL DEVELOPMENT</p>	<ul style="list-style-type: none"> • Maintain up-to-date professional knowledge through self-reflection, professional learning and engagement with current HR practice. • Actively pursue development opportunities relevant to the role, supported by the Trust. • Participate fully in the Trust’s appraisal and professional growth processes.
<p>SAFEGUARDING</p>	<ul style="list-style-type: none"> • Recognise and report any concerns about pupils’ safety, wellbeing, behaviour or development, following school safeguarding procedures. • Maintain safe working practices, professional boundaries and confidentiality when working with pupils. • Support pupils’ wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

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Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • CIPD Level 5 (or equivalent HR qualification) • Educated to A Level standard (or equivalent), including GCSE Grade C/4 or above in English and Maths • Evidence of ongoing professional development relevant to HR leadership 	<ul style="list-style-type: none"> • CIPD Level 7 or willingness to work towards • Safer Recruitment training • Coaching or leadership development qualification
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of leading and managing HR services within a complex organisation • Significant experience advising on complex HR casework (capability, conduct, grievance, absence, redundancy) • Strong experience in recruitment and selection, including safer recruitment processes • Experience developing HR policies in line with employment law • Demonstrable experience in workforce planning, retention initiatives and organisational development • Experience using HR systems (HRIS) and payroll processes 	<ul style="list-style-type: none"> • Experience working within an education environment • Experience leading Trust-wide or multi-site HR services • Experience designing and delivering HR training to managers • Experience managing change programmes, restructures or TUPE
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • In-depth knowledge of UK employment law and its practical application • Knowledge of safeguarding requirements including pre-employment checks and Single Central Record compliance • Strong understanding of HR best practice, employee relations and workforce data analytics 	<ul style="list-style-type: none"> • Knowledge of Ofsted, DfE and Academy Trust legislation • Understanding of Teachers' Pay and Conditions (STPCD) and support staff pay frameworks • Knowledge of national and local education terms and conditions (Burgundy Book, Blue and Green Books)



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<ul style="list-style-type: none"> • Knowledge of performance management, appraisal frameworks and pay progression systems • High level of IT competence, including Microsoft Excel, Word, Outlook and HR information systems • Understanding of data protection and GDPR requirements 	
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Credible and able to quickly build trust with senior leaders and colleagues • Highly organised, methodical and able to manage competing priorities • Resilient, calm under pressure and able to navigate complex situations • Detail-focused with high levels of accuracy and professional pride in their work • A proactive problem-solver with a positive, solution-focused approach • Committed to fairness, equality, diversity and inclusion • An effective communicator with strong interpersonal and coaching skills • Adaptable and open to change, with a continuous improvement mindset • A role model for the Trust's values and behaviours 	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> • Evidence of an enhanced DBS check, or willingness to undertake one. • Suitable references from their previous employer. 	

Signed:	Date:
Name:	School: