

The Rise Partnership Trust

Head of HR – Job Description

Accountable to: CFOO

Grade: PO3

Contract: 36 hours per week, 52 weeks per year

Every employee in The Rise Partnership Trust will ensure our Vision **'Love, Learn, Laugh'** underpins all they do within the RPT schools.

Core Purpose of the Job

To provide a professional HR service to the Rise Partnership Trust, identifying HR priorities and recommending appropriate people management solutions to support The Rise Partnership Trust's aims and function. To support the implementation of key strategic objectives, through the provision of expert professional advice. Oversee the delivery of efficient HR systems, processes and policies for all staff across the school.

Main Duties / Responsibilities

- Work with the Trust's executive team to ensure a cohesive approach to HR and payroll across the Trust, identifying opportunities to achieve Trust objectives and improve processes.
- Support the CFOO in preparation of reports, collating information as required to ensure accurate and timely management reports.
- Support senior leaders in creating, implementing and operating HR policies advising on HR best practice and policy changes relating but not limited to appraisal, disciplinary, capability, grievance, redundancy and restructuring, maintaining an up-to-date knowledge of HR legislative requirements, maintaining a watching brief on emerging HR issues.
- Regular reporting to Trustees and School Local Advisory Boards, including providing updates on staffing/recruitment, absence monitoring, employee relations and staff well-being.
- Liaise with Trust HR officers and employee representatives as appropriate to ensure compliance with statutory requirements and Trust policies, seeking and logging advice received and given.
- Support Executives and Senior Leaders in major change initiatives, strategic staffing plans and successful organisation
- Development as they pertain to current and future staff
- Proactively evaluate HR services and processes for efficiency and initiate change as appropriate
- Coordinate recruitment and retention strategies and succession planning processes
- Participate in, and lead when required, on any organisational structure reviews
- Oversee the recruitment of all staff, from authorisation through to start date taking the safer recruitment lead on recruitment panels when necessary

- Oversee the preparation of appointment letters, contracts of employment and associated documentation for new employees
- Work with Head of Finance and CFOO to prepare and manage budgets
- Encourage positive and transparent communication within the HR team

HR Policies and procedures

- Keep up to date with latest Safer Recruitment and KCSIE requirements
- Ensure that there is a clear structure for probationary periods and that probationary reviews are carried out
- Ensure that Induction programmes are in place for all staff and update induction handbooks annually (with school leaders)
- Act as the key lead to ensure all HR policies and procedures are up to date in terms of best practice and legislative changes
- Manage SCR in line with guidance and is up to date
- Assign duties and monitor quality of work, ensure staff conform to School policies and procedures and statutory regulations
- Manage employment law issues (Employees relation case management)
- Maintain and ensure personnel files are up to date
- Provide day-to-day guidance for HR team and actively work to promote and recognise performance
- Administrating procedures and practices in accordance with statutory legal requirements, particularly safer recruitment; and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Safeguarding
 - Health, safety and security
 - Confidentiality, and
 - Data Protection

Payroll

- To manage payroll and be direct liaison with payroll provider
- Ensure recruitment and retention info is up to date and information shared appropriately
- With the Head teachers and the CFOO, coordinate and manage the advertising, recruitment and selection processes for all staff recruitment including assisting in the drafting of job descriptions, placing adverts, co-ordinating shortlisting and interview arrangements and dealing with enquiries as they arise, assisting with interviews as needed.

Absence Management

- Manage absence levels throughout the trust and discussing recommended adjustments with line managers and senior leaders as appropriate; ensure regular reporting to Head teachers and Trustees
- Design and develop a staff well-being strategy with the Mental Health and Wellbeing Lead, to support staff health and morale towards maintaining a positive workforce; ensure an annual staff feedback questionnaire is undertaken and findings reported and acted upon

Other

- Play a full part in the life of the school community, supporting its distinctive vision, mission and ethos, encouraging and ensuring staff and pupils follow this example, including representing the school in a professional and positive light at all times and to all stakeholders
- Be fully compliant with our school’s safeguarding policy and contribute to the safety and supervision of pupils on site as required
- At RPT schools, every child is part of RPT’s safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The Head of HR will be expected to comply with any reasonable request from the CEO/CFOO to undertake work of a similar level that is not specified within this job description.
- This job description may be amended at any time following discussion between the CEO/CFOO/ELT and reviewed annually.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:

Signed

Head of HR – Person Specification

Category Evidence	Essential Job Requirements	Desirable Job Requirements	Evidence
Qualifications	CIPD or suitable HR degree MCIPD		Qualification Certificates Application Form Interview
Knowledge	Demonstrable knowledge of generic HR best practice and employment legislation. Ability to interpret legal and statutory requirements. Strong working knowledge of Microsoft Office. Working knowledge of HR. Systems and implementation of systems. Excellent written and verbal communication skills. Strong interpersonal skills demonstrating diplomacy and discretion. Effective Influencer. Effective planning and organisational skills with the ability to multitask and adapt to changing priorities		Application Form Interview References
Experience	Significant experience as an HR generalist or Business Partner role (minimum 5 years). Establishing and updating HR Policies and Procedures and processes in line with the wider organisational strategy. Supporting the management of a performance management framework. Managing restructures and other organisational change	Strong experience of working in the education and/or regulated sector. Demonstrable experience of delivering training. Coaching and mentoring skills. Experience of line managing others	Application Form Interview References
Personal Attributes	Ability to form positive working relationship with staff at all levels. Emotionally intelligent, confident and decisive. Professional integrity and high level of confidentiality. Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations. Composed under pressure. Excellent attention to detail. Prepared to challenge constructively and be solution focused		Interview References