

JOB TITLE	PEOPLE MANAGER
GRADE & CONTRACT TYPE	Grade 4 - All year round. Happy to talk flexible working.
REPORTS TO	People Business Partner (PBP) (Grade 5)
LINE MANAGEMENT	Responsible for line management of GR3 People Advisor(s) via regular check-ins to support with wellbeing and workload, probation meetings and professional growth coaching and check-ins.
LIAISON WITH	Range of WHMAT colleagues, including heads, senior leaders, recruitment panels and employees. Liaison may also be required with board trustees, union representatives and external partners or agencies.
WORKING MODEL	Hybrid working - to be aligned with business needs. The working week to be split between allocated academies and working from home, with 1 anchor day in core team offices.
JOB PURPOSE	<ul style="list-style-type: none"> a) Lead by example to support embedding a solution-focused, highperformance work culture within the people team, continuously identifying opportunities for improvement/efficiency gains, seeing them through to implementation. b) Ensuring that the recruitment cycle and pre-employment process is efficient, effective and safer recruitment compliant. c) Acting as a coach/first point of contact to the People Advisor for all relevant work streams (including recruitment and pre-employment checks/terms and conditions (including SAMpeople), professional growth, single central record/compliance, probation and lower-level informal employee relations case work. d) Supporting the PBP to provide a timely and effective People Team service to allocated academies/directorates, ensuring compliance to Trust polices and statutory regulations. e) Acting as the lead for allocated academies on Single Central Record (SCR) matters and enquiries. f) Oversee people advisors to ensure tasks are completed, providing support as needed.
DUTIES	<ul style="list-style-type: none"> a) Ensuring application packs are kept up to date, contain privacy notices & are safer recruitment compliant. b) Providing shortlisting packs to appropriate staff, including application forms, job descriptions/person specifications and shortlisting grids & liaising with them to finalise. c) Sending out and monitoring responses to invitations to interviews. d) Applying for references, chasing safe receipt once candidate has confirmed attendance and following up queries with Hiring Managers. e) Devising interview schedules and arranging panel and room availability.

- f) Putting interview packs together to include interview plan, interview questions and scoring grids.
- g) Carrying out all relevant pre-employment checks e.g. medical checks, DBS checks, right to work checks & s.128 checks, where relevant.
- h) Ensuring completion of pecuniary interest forms, bank details forms and P46 for new starters.
- i) Acting as a point of contact for all recruitment enquiries, from applicants and/or internal colleagues.
- j) Creating HR files for all new starters in line with Safer Recruitment checklist.
- k) HRIS input e.g. all contractual changes, allowances, new starters, leavers, annual leave and sickness.
- l) Setting new employees up on HRIS/Arbor, SCR & liaising with ICT for allocated academies/directorates.
- m) Producing conditional offer letters and contracts for allocated academies, for sign off by People Business Partner.

HRIS/Payroll/Terms and Conditions

- a) Ensuring that all transactions are processed through HRIS within specified deadlines so that employees are paid.
- b) Liaising with our payroll provider to resolve issues and to ensure a seamless service is provided.
- c) Advising people advisors with queries on HRIS/payroll as appropriate.

SCR/Compliance

- a) Working with the People Advisor and for your allocated academies to ensure that:
 - Leads in schools are notified promptly of leavers and starters
 - Queries from allocated schools are answered
 - Academy Lead for SCR is accompanied at external audit
 - 1 interim audit is conducted with Academy Lead for SCR and MAT Safeguarding Lead per annum

Payroll/salary reports

- a) Checking interim salary reports for accuracy and corrections made prior to final payroll run.
- b) Checking final salary reports for accuracy, ensure all corrections were made.

Filing and archiving

- a) Organising and maintaining effective filing and archiving systems to ensure compliance with GDPR and Data Retention Policies.

Interviews

- a) attendance on site during interviews to guide the correct process and ensure documents are copied, to enable DBS process to begin immediately a conditional offer is made.

Induction

- a) Ensuring all new starters are issued with the induction training within agreed timescales, that they complete/DocuSign or chase participants/heads/ directors and that settling in surveys/evaluation forms are completed/chased and feedback reviewed.

Probation

- a) Monitoring the probationary process for allocated schools including sending out probationary forms and training for new starters and reminders for completion to line managers; producing end of probation letters; escalating any failing probationary periods to the People Business Partner, producing a termly report on numbers of successful versus unsuccessful.

Professional Growth

To lead on the operational aspects of Professional Growth for allocated academies; namely:

- a) Supporting with the annual professional growth process to ensure that check-ins, UPR applications and subsequent SAMpeople updates are completed within specified periods, with support of People Business Partner.
- b) Supporting the People Advisor with any professional growth queries.
- c) Providing termly updates to CEO/DOP on engagement with online check-ins.
- d) Providing annual update on impact of professional growth on incremental rises for DOP.

Annual leave

- a) Annual Leave for allocated academies/directorates is calculated and monitored in line with Trust’s annual leave policy.

Pulse surveys

- a) Pulse surveys to be sent after new hires complete 1 term.
- b) Ad hoc as agreed with head to gain employee voice/feedback.

Exit interviews

To conduct exit interviews for leavers at allocated academies, reporting outcomes to PBP/DOP in line with prescribed timescales.

Employee relations – informal

- a) Lower-level informal employee relations case work.
- b) Administrative support with hearings, bundles, minutes.

Administration

Minute taking at people team meetings or other relevant meetings.

People metrics

Supporting the PBP with the termly production of statistical information detailing recruitment monitoring information.

People policies

To support with the review of allocated people policies and toolkits as appropriate.

Line management/supervision of People Advisor

- a) To conduct regular check-ins with people advisor so that they are supported with their wellbeing & workload and can deliver on their own job description.
- b) To conduct the Professional Growth of the people advisor, referring to the Career Pledge as appropriate.

Headteacher briefings

People team slot at headteacher briefings to communicate regarding people team priorities etc.

Strategic projects and priorities

Supporting on key strategic projects/priorities in line with the people team Directorate Improvement Plan (DIP) **such as:**

Operational projects

- a) Arbor data input and cleansing.
- b) Online filing.
- c) Archiving.
- d) HRIS
- e) Other projects in line with business need.

Wellbeing & Culture

	<p>a) To liaise with heads and wellbeing champions and support with MATwide wellbeing initiatives.</p> <p>Equality, Diversity and Inclusion (ED&I)</p> <p>a) To liaise with heads and ED&I champions and support with MAT-wide ED&I initiatives.</p> <p>Learning & Development (L&D)</p> <p>a) Supporting with training preparation and delivery in academies.</p>
GENERAL/OTHER	<ul style="list-style-type: none"> • To cover for absent colleagues and undertake other duties that are commensurate with the grade. • To adhere to the values of WHMAT, as set out in its strategic plan. • To undertake appropriate personal professional development including adhering to the principles of Professional Growth check-ins. • To develop effective professional relationships with colleagues, staff and stakeholders, such as core team, heads of academy and senior leadership teams across WHMAT. • To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person. <p>To attend and participate in relevant meetings as required.</p>
SUPERVISION RECEIVED	<ul style="list-style-type: none"> • The post-holder will receive coaching & guidance as necessary with regular check-ins to support with wellbeing and workload. There is also an expectation that the post-holder works autonomously to plan their own work to ensure the meeting of defined objectives and deadlines, working within established guidelines.
	<p>Our Core Team</p> <p>The People team is one of 5 directorates in the Trust’s Core team, the others are executive, estates, finance and ICT.</p> <p>Core Team is an integral part of the business with its ultimate aim of providing a high-quality education for all the young people in our academies.</p> <p>In order to drive Trust-wide school improvement and build capacity and capability, we are committed to providing:</p>

	<ul style="list-style-type: none"> • Strategic leadership in our areas, driven by collaboratively delivering cowritten strategic plans. • Evaluation of that delivery to enable opportunities to be taken and barriers to be overcome; • Solution-focused, expert support and advice to each other, our colleagues and all stakeholders within the culture of a family of schools that underpins our Trust. <p>We are committed to achieving this by:</p> <ul style="list-style-type: none"> • Maintaining our expertise and knowledge of best practice while communicating this meaningfully; • Being a reassuring, challenging and supportive presence for each other and academy leaders, with whom we work as a team; • Nurturing a shared understanding of the strategic objectives of the Trust, each directorate and each academy, with the necessary; understanding for our work to be appropriate and sensitive to each other's context and needs; Aligning all that we do to the mission and values of WHMAT.
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This JD is not a conclusive list and tasks may vary within the level of responsibility for GR4.

PERSON SPECIFICATION

AF. = Application Form

I = Interview

JOB TITLE	PEOPLE MANAGER	
CRITERIA	ESSENTIAL	M.O.A

<p>EDUCATION/ QUALIFICATIONS</p> <p>NB: Full regard must be paid to overseas qualifications</p>	<ul style="list-style-type: none"> • A*-C in GCSE English or equivalent • A*-C in GCSE Maths or equivalent 	<p>AF AF</p>
	<p>DESIRABLE</p>	
	<ul style="list-style-type: none"> • Evidence of CIPD qualification (minimum Level 5) or working towards and/or other leadership training. 	<p>AF</p>
	<p>ESSENTIAL</p>	
<p>EXPERIENCE (relevant work and experience)</p>	<ul style="list-style-type: none"> • Experience of working within a busy HR role. • Experience of Microsoft Office package. • Experience of working as part of a team. 	<p>AF/I AF/I AF/I</p>
	<p>DESIRABLE</p>	
	<ul style="list-style-type: none"> • Experience of working within an education setting. • Experience of using HR and payroll systems e.g. HRIS/SAMpeople/Arbor. • Experience of managing staff. 	<p>AF AF</p>
	<p>ESSENTIAL</p>	
<p>SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)</p>	<ul style="list-style-type: none"> • Ability, skill and commitment to lead by example to support embedding a solution-focused, high-performance work culture, continuously identifying opportunities for improvement/efficiency gains and seeing them through to implementation. • Ability to manage and lead staff to achieve desired outcomes. • Ability to plan, organise and complete work to deadlines. • Ability to communicate effectively and accurately both verbally and in writing with stakeholders. • Ability to complete work to the required standards of accuracy and presentation. • Ability to work on own initiative. • Resilience in challenging situations. • Ability to prioritise effectively. • Ability to influence diverse stakeholders through advice and support. • Ability to manage key strategic projects. 	<p>AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I</p>
	<p>DESIRABLE</p>	
	<ul style="list-style-type: none"> • Working knowledge of HR databases such as SAMpeople, Arbor, National College, Xpert HR, The Key, The School Bus etc. 	<p>AF/I</p>