

SLOUGH AND EAST BERKSHIRE C OF E MULTI ACADEMY TRUST

JOB DESCRIPTION

Interim Head of HR

Responsible to:	CEO
Main purpose of the job	
<p>To provide strategic leadership, advice and guidance for HR across the Slough and East Berkshire CofE Multi Academy Trust ("Trust").</p> <p>This includes discipline, grievance, organisational change, TUPE, salary gradings, and local interactions with staff, as well as advice on the interpretation of personnel policies on matters such as recruitment, equal opportunities, early retirement, voluntary severance, and staff development.</p>	
Main duties and responsibilities	
<ul style="list-style-type: none">• Act as the externally facing representative for HR for the Trust.• To maintain effective working relationships with staff and management within the Trust.• Develop, implement, and maintain effective HR strategies to support the effective management of people resources across the Trust.• Develop and update the existing HR practices and embed these practices across the Trust by providing relevant learning and development and advice as required.• Formulate and implement the HR strategy and associated policies within the organisation working alongside executive and educational leaders.• Formulate and implement the Trust Recruitment and Retention strategy.• To manage the central HR resource.• To support the CEO and Headteachers in the recruitment and appointment of Trust staff.• To sit on the Executive of the Trust to advise and report on HR matters.• Develop a centralised process for the collation and preparation of HR management information data and insights to inform the Trust senior leadership of current and emerging HR-related issues and enable effective monitoring of HR-related projects and initiatives and other HR reporting requirements.• Advise the Trust Members, Directors and the Executive Team on compliance and risk management issues relating to HR.• Work closely with the Trust's external HR provider to support the delivery of effective strategic advice and guidance on the consistent application of HR policy and practices in relation to key people-related matters including, but not limited to, absence management, capability and performance management, disciplinary and grievance procedures, and statutory leave and pay entitlements.• Work closely with Headteachers, members of the central Trust team, staff with responsibility for HR in schools, School Business Managers, and other key school personnel to support the effective and consistent provision of HR transactional activities in schools in accordance with agreed Trust-wide practices and standards.• To support our schools operationally, where needed, for example in terms of recruitment, on-boarding, the annual pay review process, disciplinary or grievance related matters, as appropriate.• Develop effective professional working relationships with stakeholders at all levels, including colleagues, , trustees, trade union representatives and external agents.• Develop with key personnel in the schools, and with support from the Trust's external HR provider, an up-to-date HR training programme to support the effective delivery of HR training and support to school-based personnel.• Ensuring compliance with all relevant employment legislation.• Develop, implement and monitor the trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements.	

- Monitor the trust's single central record, ensuring trust-wide compliance with requirements.

Strategic Advisory Responsibilities

- Contribute to the Trust's emerging strategies in relation to recruitment and retention, succession planning and talent management, learning and development and staff well-being.
- Keep Senior Leaders within the Trust and schools informed of relevant employment legislation, statutory, and regulatory changes as they relate to the Trust.
- Support the provision of advice and guidance to governors on personnel and policy related matters when required.
- Where appropriate, and working with the Trust's external HR provider, support the development and implementation of staff restructures across the Trust in accordance with relevant legislation, codes of practice, and HR best practice.
- Where appropriate, and working with the Trust's external HR provider, support the effective management of TUPE transfers for schools joining the Trust.
- Where appropriate, and working with the external Trust's finance leads, support the negotiation of Trust-wide agreements for HR-related suppliers (e.g. external HR providers, Occupational Health providers, recruitment agencies etc.).

General

- Support schools within the Trust to ensure that reporting on HR matters and statutory returns to external bodies are completed within the required deadlines and to the required standards, and centralised record keeping is maintained.
- Keep abreast of relevant legislative and local and national conditions of employment updates and developments within the HR field (particularly in relation to employees in the education sector) and ensure these are effectively communicated to relevant personnel across the Trust and its schools.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of schools within the Trust or to the health and personal affairs of pupils and staff. Such information must not be divulged or passed on to any unauthorised person or organisation. This role requires adherence to the Nolan Principles of Public Office.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. You are required to have a satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the Trust's Health and Safety policy at all times.

STRATEGIC HR MANAGER - PERSON SPECIFICATION

Qualifications and training	Essential	Desirable
Educated to GCSE level Grade C equivalent including Mathematics and English	✓	
CIPD Level 7 qualified or equivalent HR experience		✓
Associate Member of the CIPD		✓
Chartered Member of the CIPD		✓
Evidence of further training in employment law		✓
Knowledge Able to evidence and apply knowledge and understanding of:	Essential	Desirable
Employment law and HR best practice	✓	
HR policies, procedures, and best practice guidelines	✓	
National and local conditions of employment related to the education sector		✓
Teachers and Support staff pension schemes and benefits		✓
Safer recruitment legislation and statutory guidance	✓	
Disciplinary and Grievance procedures	✓	
An understanding of the teacher and support staff recruitment challenges		✓
Skills and abilities	Essential	Desirable
Successful experience of providing strategic HR advice and guidance	✓	
Excellent interpersonal and communication skills, both written and spoken	✓	
High level ICT skills	✓	
Liaising confidently with a variety of staff and external agencies	✓	
Recognising sensitive, confidential situations and deal with them accordingly	✓	
Dealing with a considerable number of projects and initiatives simultaneously	✓	
Communicate effectively and diplomatically both verbally and in writing at all levels	✓	
Excellent time management and organisational skills	✓	
Ability to work independently and take initiative	✓	
Successful proven experience of:	Essential	Desirable
Managing HR-related projects to improve/enhance organisational effectiveness	✓	
Working to tight deadlines with the ability to prioritise and manage time effectively	✓	
Provision of effective training to enhance organisational development	✓	
Sustaining high levels of operational HR performance	✓	
Producing accurate information within set measurable deadlines	✓	
Dealing with confidential information appropriately and in accordance with the relevant data protection legislation	✓	
Previous relevant experience in the education sector		✓
Personal qualities, attitudes and approaches The successful candidate will:	Essential	Desirable
Have excellent attention to detail	✓	
Be committed to learning and continuous personal professional development	✓	
Tackle difficult issues, take difficult decisions and convey outcomes clearly, positively and where appropriate sensitively	✓	
Have a satisfactory Enhanced DBS clearance and be suitable to work with children	✓	
Be a clear and effective communicator who demonstrates a good fluent command of the English language both orally and in writing	✓	
Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children	✓	
Demonstrate the ability to uphold public trust and confidence and always maintain appropriate positive professional boundaries in relationships with both children and adults	✓	