

Job Description

HR Manager



Job Category: Support Staff
Grade: Grade 10
Reports to: Director of HR
Line manages: Senior HR Admin

Purpose of the Role

To provide an effective HR service to schools within the Community Inclusive Trust and support managers with proactive, efficient and consistent HR advice.

Advice and support will be provided on all aspects of HR including, but not limited to, recruitment, induction, probation, performance management, pay and contracts, employee relations, complaints and absence management.

The HR Manager will proactively lead on employee relations casework including disciplinary, allegations of abuse against staff, capability, grievance, complaints and absence management. The role will also work closely with the Director of HR to achieve the Trusts HR Strategic aims.

Key Duties and Responsibilities

- Manage employee relations cases, with the support of the Director of HR, through to completion including conducting investigations, formal meetings with employees and presenting cases to panels at hearings
- Be a professional point of contact for all senior leaders within the Trust and to provide excellent advice and guidance on all HR matters including recruitment
- Independently manage and resolve both simple and complex situations in accordance with the relevant policies and procedures
- Build and maintain effective working relationships with all CIT schools and be known and available to all employees for confidential discussions in order to seek resolutions to situations
- Line management of a Senior HR Administrator
- Be a first point of contact for any queries regarding terms and conditions of employment for all employees
- Visit schools on a regular basis to ensure good HR practice is part of the school structure and having a positive impact on the effective running of the schools
- Conduct regular HR audits on personnel files, safer recruitment processes, absence and employee management
- Work with the Director of HR to ensure all HR policies are reviewed according to the schedule, effective, compliant and meet the needs of the Trust
- Keep up to date with relevant changes to regulations and legislation and ensure information is shared with relevant stakeholders
- Oversee the central recruitment process for all allocated schools to ensure the requirements of Safer Recruitment are met and provide assistance to the Senior HR Administrator as needed to ensure the timely recruitment of new employees
- Support the Senior HR Administrator with the management of all apprenticeship programmes
- Produce regular staff absence reports for headteachers and senior leaders and assist with the management of staff absence
- Assist with occupational health referrals as and when required
- Advise schools on the procedures for induction, probation and performance management and ensure these processes are conducted consistently and fairly
- Review information gathered from exit interviews and provide reports for school leaders and the Director of HR
- Work with the Director of HR to design and deliver relevant HR training to CIT staff
- Assist the Director of HR with the development of a comprehensive and effective programme of continual professional development
- Support the Director of HR with the setting and monitoring of progress towards the HR strategy and objectives
- Contribute to the Trust's Wellbeing agenda

- Provide advice and guidance to all staff on policies such as maternity and flexible working.
- Liaise with the Payroll Manager and finance department as required
- Assist the Director of HR with the production of termly HR reports for the People Committee
- Deputise for the Director of HR as required

General

- The postholder is expected to fully engage with the Trust's performance management process
- Demonstrate the core values of the Trust at all times
- Attend staff meetings and Trust-based INSET as required
- Carry out the duties in accordance with our Health & Safety policies and procedures
- Maintain, at all times, the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder

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

This post is subject to references and an Enhanced DBS disclosure check including the Barred Lists.