



Job description

JOB TITLE:	HR Manager at LEAP Federation
GRADE:	Hackney Support Staff Range: Grade PO3
RESPONSIBLE TO:	Executive Headteacher
HOURS OF WORK:	This post is term time only Monday until Friday 8.30am-4.45pm (1hr lunch), 36hrs per week These hours may be reviewed in consultation with you.

POST RESPONSIBILITIES

- The HR Manager exists to support the effective management and delivery of all Human Resources at LEAP Federation.
- This role is line managed by the Executive Headteacher, however on the day-to-day basis the Headteacher at the given school is the point of contact.
- The HR Manager will be expected to become familiar with staff and procedures across the federation and have office space in all three sites.
- As HR Manager, you will have a direct influence and positive impact on the people in the organisation. You will benefit from person-to-person interaction and relationship building, supporting employees directly, coordinating, planning and executing HR activities.
- You will work closely with our HR Business Partners at Hackney Education to ensure that the federation is compliant and well prepared for Human Resources issues as they arise.
- The HR manager aims overall to deliver effective and efficient support, maintaining the agreed standards of service to the school community.

MAIN PURPOSE OF THE ROLE:

- Provide an effective and efficient HR service, in direct liaison with the Executive Headteacher.
- Ensure compliance with relevant internal policies and procedures as well as external requirements (including relevant employment legislation and codes of practice).
- Provide advice and guidance to the Headteachers, staff, governors and others on issues relevant to the post.
- Maintain an accurate and updated Human Resources database on the federation's Management Information System (Arbor).

- The HR Manager is expected to provide guidance and support to all staff (including SLT and Governors) on the full range of HR activities including policies and procedures, terms and conditions of employment, absence management, recruitment, staff well-being, maternity/paternity/adoption, performance management, employee relations, learning and development, restructuring, safeguarding (including overseeing the Single Central Register for 3 schools) and internal communications; to ensure there is a consistent and fair approach to people management throughout the schools.

SPECIFIC RESPONSIBILITIES

Sickness Absence Management

Lead on providing advice and guidance on all sickness absence cases including:

- Recording staff absences on Arbor and Itrent systems, based on daily communication with office managers or SLT.
- Providing termly reports to managers relating to the sickness absence of staff and ensuring all staff who have met the agreed sickness triggers are regularly identified and the relevant SLT members notified.
- Coaching and supporting managers to undertake all levels of sickness reviews in accordance with agreed policies.
- Attending and advising at all relevant formal sickness review meetings and ensuring appropriate records are kept online as well as hard copies.
- Liaising with Occupational Health and undertaking all referrals, ensuring Managers are notified of and given relevant advice on all referral outcomes

On-boarding and Employee Lifecycle

- Participate in the review and development of all on-boarding and lifecycle support systems, procedures and systems as required
- Provide relevant information and participate in the regular review of the federation's agreed staffing.
- Support the review of job roles and job descriptions as required

Advertising, Recruitment, Induction and Performance Management

- Lead on the planning and management of the federation recruitment and ensure the delivery of an effective recruitment and contracts of employment administration service e.g.
 - Support the drafting and preparation of job adverts and recruitment and induction packs
 - Ensure all adverts are placed on appropriate websites and media
 - Ensure all Recruiting Managers receive appropriate support for short-listing and arranging interviews
 - Ensure all candidates are notified of the progress and outcome of their application as appropriate
 - Ensure all required safer recruitment checks are undertaken and recorded appropriately for directly employed and agency staff
 - Ensure work permits are applied for as appropriate
 - Ensure the production of contracts of employments in line with statutory requirements
- In liaison with the relevant line managers, ensure all induction processes are implemented for all new starters

- To manage the provision of apprentices to the federation, working closely with senior leaders. To foster relationships with apprenticeship providers. To work closely with the university partners regarding student placements and ensuring relevant safeguarding checks are in place.
- To co-ordinate and support investigations, grievance and disciplinary matters in conjunction with the Executive Headteacher and Headteachers
- To co-ordinate and support the settlement agreement process together with the Executive Headteacher

Single Central Records

- Ensure that all three schools' on-line Single Central Record is accurate, monitored and maintained at all times.
- Administer the federation's DBS checking process, ensuring compliance with requirements.

Probation

- Support line managers to successfully undertake the required 3 and 5 months probationary reviews in accordance with the agreed procedures.
- Ensure the maintenance of the probation log system to enable all required probation reviews to take place.

Leaver Process

- Ensure all resignations and terminations of employment are processed in accordance with federation procedures and payroll requirements
- In liaison with the line manager, ensure all school property is returned to the school prior to the last working day of the employee

Payroll Administration

- In conjunction with other leaders, work with the payroll provider to coordinate accurate and timely payroll queries.
- Ensure all payroll and pension queries raised by staff are responded to in a timely manner
- Coordinate the staff claim system and ensure completed and approved forms are sent to the external payroll provider in accordance with agreed deadlines and procedures.
- In conjunction with the external payroll provider, ensure all staff are automatically enrolled in the pension scheme.
- To produce annual salary assessment letters for all staff.
- Coordinate and manage staff salary sacrifice schemes, ensuring salary deductions are monitored for accuracy.

Policy Development

- Ensure the implementation of all agreed HR policies and procedures within the federation.
- To keep up to date with developments in employment legislation and human resources best practice. Read the Hackney HR Newsletter and keep senior leaders informed about any upcoming changes.

HR Systems and Record Keeping

- Ensure personnel files are kept up to date and that missing items are sought

- Ensure all relevant spreadsheets and systems are kept up to date and the staff and absence information held is accurate.
- Produce and analyse school based workforce information and related reports by developing and using spreadsheets and /or using systems such as Arbor, InVentry and Itrent as required.
- Ensure the completion of the DfE annual School Workforce Census with minimal errors and queries
- Ensure all other statutory reporting and audit requirements are successfully completed
- Ensure that all current and archived individual personnel files and HR records are maintained and stored appropriately in accordance with Data Protection/GDPR requirements.

Other:

- Undertake HR projects as required by the Headteachers e.g. pay and incentives reviews, reorganisation and deployment of staff
- Provide ad-hoc support to SLT team to promote and maintain high standards of administrative and technical support.
- To maintain high personal standards of punctuality and appearance.
- To participate in all aspects of staff development as outlined in the Staff Development Policy and attend relevant courses and actively seek to broaden knowledge and skills relevant to the responsibilities of the post.
- To work with other administrative staff to maintain effective communication systems between the various school-based teams as well as covering for colleagues in the office, providing a welcoming and supportive attitude to all stakeholders and answering calls
- To organise and manage the equipment and resources to ensure that tasks are prioritised, allocated and carried out to the agreed standards of service and the flow of information is efficient.
- To help to create and promote an image of the federation which is in accordance with its ethos and values.

This is a description of the main duties and responsibilities for the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry other duties as may be necessary from time to time.

Further details of general duties, responsibilities and procedures can be obtained from the Staff Handbook.

OTHER GENERAL REQUIREMENTS

- Take part in the federation's performance management system.
- Attend training and professional development sessions as discussed with the school leaders.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with LEAP Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:

Person specification- HR Manager

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Holds a relevant HR qualification or equivalent experience preferably within the education sector	✓	
Have a minimum of Grade C in English and Maths GCSE level or equivalent	✓	
Ideally, hold a first degree		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Demonstrable and successful management of HR administrative staff	✓	
Experience of working in a fast paced school/education environment	✓	
Demonstrable and successful experience of managing and resolving a range of individual and collective case work issues	✓	
KNOWLEDGE	ESSENTIAL	DESIRABLE
Good working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools.	✓	
Demonstrable good level of knowledge and experience of all safer recruitment requirements in a school setting	✓	
Demonstrable good working knowledge and understanding of all Data protection legislation and requirements as it relates to HR	✓	
SKILLS /ATTRIBUTES	ESSENTIAL	DESIRABLE
A demonstrable flexible and proactive approach to the delivery of their work	✓	
A strong customer focus to ensure the timely delivery of agreed outcomes	✓	
Ability to quickly built relationships, gain confidence and communicate diplomatically and affectively with all levels of stakeholders	✓	
Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of professional resilience	✓	
A strong team worker who can demonstrate an enabling style	✓	
Demonstrable skills to effectively use Microsoft Word with at least good working knowledge and skills in using Microsoft Excel	✓	



I LIKE CLEAN AIR



Executive Headteacher: Louise Nichols
Chair of Governors: Gillian Brady

Gayhurst, Kingsmead and Mandeville Primary Schools working in partnership