



CROFTON ACADEMY JOB SPECIFICATION

Job Title: Human Resources Manager

Grade: 11

Job Evaluation Code: PRO835

Reporting to: Headteacher

Location: Crofton Academy

Service Area: Education

Workstyle: 25 hours per week term time only plus 5 INSET days and 5 additional days to be agreed.

Overall Purpose of the Post:

- Take lead responsibility for all aspects of staff welfare.
- To provide professional support, advice and guidance to colleagues, senior academy staff and Governors in relation to all HR related matters, employee relations and terms & conditions of employment.
- Responsibility for the Academy's Single Central Record, measureable in Ofsted outcomes.
- To manage and deliver day to day HR operations and to provide support and guidance to colleagues.
- To oversee all cover arrangements, line manage the Cover Manager and have responsibility for the Academy's annual cover budget.
- Lead responsibility for implementing the sickness absence procedure.

- To manage and co-ordinate the recruitment process for all vacancies, new appointments and staffing changes.
- To assist, support and empower line managers with HR and ER issues.
- Responsibility for the development and implementation of all HR policies and procedures.
- To maintain relationships with professional bodies and keep abreast of current legislation and any pending legislative changes pertinent to HR and employment matters, in order to apply changes to Academy policies and procedures as appropriate.

KEY

HR	Human Resources
ER	Employment Relations
CA	Crofton Academy
HSE	Health and Safety Executive
CPD	Continuous Professional Development
LGr	Leadership Group

REQUIREMENTS FOR THE POST		
	ESSENTIAL	DESIRABLE
Qualifications/ Training	Graduate CIPD or equivalent or working towards in order to gain CIPD membership Qualification in Personnel Management	Master's degree Coaching or mediation qualification Counselling qualification
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of relevant HR policies/codes of practice/legislation and ability to put them in practice. • Detailed understanding of Employment Law and good practice, Employee Relations best practice and Appraisal for teachers and support staff. • Understanding of the national agenda & HSE requirements on the management of stress in the workplace. • Knowledge of equality & diversity legislation and its application in HR setting. • Understanding of ways of managing and improving staff absences. 	<p>Understanding of STPC (Blue & Burgundy book) and NJC for Local Government Services Staff (Green book)</p> <p>Practical knowledge of TUPE legislation</p>
Experience	<ul style="list-style-type: none"> • Extensive HR, Personnel experience. • Significant experience of developing & implementing HR policies & procedures. • Extensive experience of line managing other staff. • Significant experience of recruitment. • Experience of working with Trade Unions in a complex union environment. • Experience of implementing HR policies & procedures in relation to all conduct issues: disciplinary, grievance, whistle blowing etc. 	Experience of working in the Education sector either in school or local authority

<p>Physical Skills</p>	<ul style="list-style-type: none"> • High level of ICT skills • Ability to analyse and interpret data on staff absences, CPD records and appraisal in order to make improvements. 	
<p>Competencies and other skills required</p>	<ul style="list-style-type: none"> • Ability to provide visible & supportive leadership to motivate and develop individuals to achieve full potential. • Total commitment to the safeguarding and welfare of all pupils. • Ability to communicate with staff, children and governors in a professional, sensitive and caring manner at all times. • Ability to work on own initiative and make decisions independently. • A strong team player with the ability to help drive the team forward. • Have a flexible, adaptable and creative approach to the role. • Exceptional organisational skills and accuracy. • Excellent interpersonal skills including the ability to communicate complex and contentious information both orally and written in a clear, articulate, balanced and succinct way to a variety of audience. Bringing empathy, patience and tolerance to situations as necessary. • Ability to interpret legislation and apply across the Academy. • Ability to persuade, motivate, negotiate and influence at all levels internally and externally using initiative and wisdom at all times. • Managing change within a constantly changing environment. 	

	<ul style="list-style-type: none">• Understanding ways of managing and improving staff absence.• Awareness of data protection and confidentiality.• Ability to network and liaise with other organisations and other services within the LA.• Confidentiality and discretion at all times.• Enjoyment and desire to work with people and making a difference to their lives.• Ability to work hard to deadlines and under pressure.• Ability to deal with constant conflicting priorities which change and which can be emotionally challenging.• Flexible and good sense of humour.• Ability to self evaluate own strengths and weaknesses and actively seek to improve own performances.	
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Key Outcomes/Activities

To provide advice and support to managers in the Academy and the Leadership Group, when dealing with complex, sensitive employee relations cases, including organisation change, capability, discipline, absence management, grievance and harassment. To ensure policies and procedures are applied consistently across the organisation.

Full responsibility for the Ofsted Single Central Record including the collation and updating of information. SCR has to be available and updated as a statutory duty, measureable in Ofsted outcomes.

Take lead responsibility for all aspects of staff welfare and management of staff absence procedure. Demonstrating empathy, patience, wisdom and tolerance in varying degrees as situations dictate.

Take lead responsibility for implementing the sickness absence procedure, monitoring sickness absence levels developing proactive solutions and providing support to managers/employees through this procedure, whilst demonstrating care and understanding.

To have in place and operate systems that ensure all staff are meeting their contractual obligations including the monitoring of attendance, operating first day return interviews following absence and supporting staff when welfare/personal issues impinge upon their effectiveness at work

To advise at hearings and appeal hearings (grievance, capability, sickness and disciplinary). This involves representing the Academy on the relevant panels, assisting with presenting management's case.

Provide Leadership Group and Governors with a first class recruitment and selection service ensuring up to date advice on the impact of the equality act and right to work in the UK legislation is clear and adhered to.

To manage the recruitment process for all vacancies and new appointments to include:

- Initial discussions with the Head Teacher or Line Manager regarding the post
- Creation of a job specification which fully reflects the post and if required present it to Wakefield Council for evaluation
- Immediate responsibility for the creation and insertion of adverts
- Oversight of all associated administration tasks
- Formulation of short listing panels
- Creation of the interview process and programme for the day following discussions with the relevant parties
- Oversight of offers of employment and production of contracts of employment in line with legislation.
- Be responsible for the production of job specifications for new roles and updating of existing roles, consulting with employees as required
- Conduct exit interviews, feeding back to relevant bodies to best effect

To advise managers and employees on national and local conditions of service, employment legislation, and best practice guidance in all HR related matters.

To undertake and co-ordinate the timely development of clear HR policies and procedures taking into account legislative requirements, regulation and guidance and ensure they are in accordance with Crofton Academy's Development Plan.

Develop and maintain effective working relations and negotiations with trade unions in respect of new working practices and ensure appropriate consultation arrangements are implemented.

To oversee all cover arrangements by line managing the Cover Manager, analysing staff absence and cover demands to further improve the service and to ensure cover costs are kept to a minimum whilst not adversely affecting the provision.

To maintain information and communication systems to ensure all relevant managers and staff are informed of HR matters appropriate to their responsibilities.

To contribute to organisational strategies, policies and procedures and respond in HR terms in an environment of constant change.

To plan, develop and deliver staff briefings and training on new HR policies and procedures, ensuring staff are fully informed of their role and responsibility in the implementation of new policies.

Take the lead in implementing the Appraisal procedure for support staff, ensuring staff and managers are supported in applying the procedure.

Contribute to an appraisal culture, by ensuring that performance requirements are identified, implemented and monitored.

Ensuring that Crofton Academy comply with Data Protection requirements when sharing confidential/sensitive personal data.

Ensure that services are delivered in line with relevant legislation, school development plan and policies including those relating to Equality & Diversity, Safeguarding and Health and Safety.

To have responsibility to manage, monitor and record all holiday entitlement for full time support staff employees in conjunction with the Head Teacher.

To undertake such other duties as may be required from time to time, that reasonably fall within the scope and grade of the post.

To undertake specific project work as and when required.

PLANNING AND ORGANISING

Take lead for planning the impact of pending legislative changes on Academy policies and procedures.

Ensure the Academy is in a position to support and deal with 'people issues' that may arise.

Responsible for ensuring detailed planning and timescales are in place, e.g. payroll processing, organisational changes, trade union consultation etc.

Maintain flexibility when dealing with day to day issues and ensure managers are supported and equipped to deal with change.

Plan and structure work by setting realistic timescales when planning, anticipating problems and developing contingency plans.

Monitor the performance of services, systems, and individuals against standards and outcomes.

Take personal responsibility for achieving results and immediate action to address under performance.

Lead on IIP assessment and ensure the standard is maintained and the academy progresses within the framework i.e., moving to Silver Award.

DECISION MAKING

Policies and procedures and legislation will inform any decisions made however the role holder must be competent in interpreting these.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Directly line manage the Cover Manager who has a team of 8 Cover Supervisors

- To oversee the management of cover for absent colleagues in order to ensure that:
 - Cover for staff is appropriate and follows national guidelines
 - The team of Cover Supervisors matches need
 - Cover costs are in line with need and offer value for money
- To coordinate secretarial support designated to this post to ensure all HR correspondence and documentation is dealt with accurately, efficiently and securely.

Financial:

- Sole responsibility for the Academy's cover budget of £80,000 per annum, ensuring that it provides an appropriate and cost effective service fit for purpose.
- To liaise with the Finance department and the Academy to set up new staff accordingly onto the system ensuring pay grade, tax and pension contributions are in line with regulations.
- To ensure good working relations between all relevant parties to enable smooth transactions of information.

Physical:

- To manage own office space in an orderly and safe manner ensuring all documentation both paper and electronic is stored securely and in line with data protection.
- Responsible for the Single Central Record, employee personal files, Safeguarding files, school data and information systems relating to staff information, all of which are of a highly confidential nature, and must be accurately maintained and held securely at all times.

Customers and Clients:

- To be the lead person in all aspects of welfare and attendance for 65 teachers and 70 support staff.
- Lead on IIP assessment and the move to Silver Award.
- Responsibility to develop and implement policies and procedures in relation to the well being of staff and adhere to Safeguarding requirements ensuring staff and student safety.
- Provision of advice and guidance on staff welfare and HR matters to all Colleagues, Managers, Head Teacher, Governors and Leadership Group.

Working Conditions:

- This post is based in Crofton Academy, based in an office the role supports the working lives of 65 teachers and 70 support staff.
- There may be requirements to work outside the office environment and hours when home visits are required to provide advice and guidance to staff. Home visits may typically occur on a monthly basis.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications – see page 1 of this job specification**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed : December 2013

Date completed: