The LETTA Trust
HR Manager Job Description

Salary grade: SO2
Hours: 35 hours per week all year round
Contract type: permanent
Responsible to: Chief Finance Officer (CFO)
Responsible for: admin support staff as required

Main purpose:

- To provide a high quality HR service to all LETTA Trust schools
- To keep employee records and paperwork up-to-date and in line with statutory requirements and in line with GDPR regulations
- Create the necessary policies and procedures in line with Trust requirements

Duties and responsibilities

Recruitment:

- Taking a proactive approach to planning and anticipating recruitment across the Trust with School Business Leaders and Trust Leaders
- Organising all recruitment with the school and Trust Leaders ensuring all recruitment follows safer recruitment practice
- Set up interviews including preparing paperwork and obtaining references and ensure effective project planning is in place to facilitate transparency of the plan with all concerned
- Send offer letters to successful applicants and make sure unsuccessful applicants are updated
- Complete new starter paperwork, carry out pre-employment checks and issue employment contracts
- Ensure appropriate induction is organised for new staff
- Process paperwork for staff leaving and organise exit interviews as required

HR procedures:

- Support the administration of **probationary reviews** within required timescales and ensure paperwork is completed and retained in staff HR files
- Support the administration of **performance management** processes such as performance reviews
- Oversee the management of the **sickness procedure**

- Advise and support with the management of **capability, disciplinary and grievance procedures**
- Support schools with **re-organisation and staff reduction**
- Create the necessary policies and procedures in line with the requirements of the Trust

Statutory guidance:

- Advise leaders on employment law e.g. maternity or paternity leave entitlement
- Advise employees on employment-related queries e.g. access to staff benefits
- Prepare and deliver the necessary training required to upskill line managers across the Trust on HR matters and policies

Payroll:

- Meet new staff to complete payroll documentation and set up on the payroll portal
- Check the monthly payroll claims and payroll validation report to ensure accuracy
- Make payroll enquiries on behalf of staff

Record keeping:

- Ensure staff records are well-organised, secure and compliant with GDPR
- Maintain the Single Central Record so that it is compliant with the latest legislation
- Ensure that the staff contracts database is kept up to date
- Oversee the School Workforce Census within required timescales
- Maintain the HR sections of the staff handbook, creating the necessary content as required
- Ensure that HR policies are reviewed according to the scheme of delegation

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems and identifying opportunities

General requirements:

- Communicate sensitively with a wide range of people
- Work closely with the Chief Finance Officer, Finance Officer and Headteachers
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of our pupils and to follow the child protection procedures adopted by each school
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature: **Date:**

Post holder's signature: **Date:**

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Person Specification

Education and qualifications:

- Commitment to personal and professional development
- English and Mathematics GCSE or equivalent
- Degree or other higher education equivalent
- Business, Finance, HR or administrative qualification
- CIPD qualified (or working towards)

Experience & knowledge:

- Experience of working in an educational setting
- Liaison with senior managers and external stakeholders
- Ability to demonstrate experience and ability to deliver complex projects on time, within budget and to the quality required

Skills:

- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Good project management skills; systematic approach to problem solving
- Excellent organisational skills with the ability to prioritise and delegate effectively
- Strategic capability and problem-solving skills
- Strong commitment to high standards of service delivery and customer care
- Excellent time management skills and the ability to remain calm under pressure
- Organisation of own workload and priorities on a day-to-day basis using own initiative
- Ability to act independently and meet deadlines
- Ability to persuade, motivate, negotiate and influence

Personal qualities:

- Highly motivated and self-reliant
- Positive and energetic approach towards work
- Tenacious and able to pursue matters to a close
- High level oral and written communication skills
- Excellent interpersonal skills and professional demeanor in all contexts
- Ability to be reflective and self-critical
- Calm and focused under pressure
- High standards of professionalism, confidentiality and discretion
- Reliable with an excellent record of attendance, punctuality and flexibility when required