



JOB DESCRIPTION

Hamstead Hall Academy Trust

Name:

Job Title: Academy Trust HR Manager

Start Date:

1.0 **JOB PURPOSE:**

1.1 To provide an efficient and professional HR Support Service across the Academy Trust.

1.2 To Support the SLT in relation personal development.

2.0 **DUTIES AND RESPONSIBILITIES:**

2.1 Management of staff to include organising daily cover for staff absences.

2.2 Liaise with supply agencies to ensure suitable cover arrangements are in place.

2.3 To monitor staff absence and carry out staff absence meetings across the Academy Trust in line with Managing Staff Absence Policy

2.4 Work with the SLT to develop a workforce plan and monitor turnover

2.5 Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the academy.

2.6 Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications

2.7 Conduct all HR investigations including disciplinary, capability, formal complaints etc

2.7 Preparation and presentation of all papers in relation to investigations conducted

2.8 Ensure all HR policies are in place for staff and updated annually

2.9 Preparation of all paperwork in relation to staff interviews

2.10 Preparation of all documents in relation to employee's employment for the academy and the Local Authority

2.11 Manage DBS checks within legal guidelines

- 2.12 Manage maternity leave and risk assessment
- 2.13 Communicate with the Unions with regard to employee issues
- 2.14 Prepare annual salary review statements for all staff across the academy trust.
- 2.15 Resolve any pay queries
- 2.16 Deal with Occupational Health Referrals
- 2.17 Monitoring of annual reviews of performance for all staff
- 2.18 Liaise with the LR regarding changes to contracts
- 2.19 Development of training plan for all employees and delivery of that plan
- 2.20 Undertake staff inductions
- 2.21 Monitor probationary periods for all new staff and make recommendations for future employment
- 2.22 Identify potential teachers for the future and discuss training.
- 2.23 Provide reports in relation to recruitment/turnover, absences and cover costs
- 2.24 Provide the SLT with statistical data as requested
- 2.25 Attend SLT meetings as and when required
- 2.26 Support the Middle/Senior Leaders in dealing with staff

3.0 SUPERVISION REQUIRED:

3.1 Supervising Officer's Job Title: Director of Finance

3.1 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

4.0 GENERAL:

- 4.1 To be familiar with, and strictly observe, the requirements of Hamstead Hall's safeguarding policies including Child Protection and Health and Safety
- 4.2 To be familiar with and adhere to the Academy Trusts Staff Code of Conduct
- 4.3 To be responsible for promoting and safeguarding the welfare of children for whom you are responsible for or comes into contact with.

4.4 Full-time working hours with no banked hour

4.5 Daily start time: 7.30am.

5.0 LINE MANAGER:

The Post Holder will be responsible to Director of Finance.

REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Head of School or the post holder after consultation.

Signed: _____ (Post Holder)

Signed: _____ (Executive Principal)

Date: _____

**Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An enhanced DBS check is required for all successful candidates.**

January 2022

TRAINING	<ul style="list-style-type: none"> • Willing to undertake job related training 	AF/I
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Good attendance/punctuality record • Professional appearance. 	AF/I
CONTRA INDICATIONS	<ul style="list-style-type: none"> • Criminal convictions involving offences against children. 	AF

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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