



## JOB DESCRIPTION

<b>POSITION:</b>	Head of HR
<b>REPORTS TO:</b>	Director of Finance & Resources
<b>PAYSCALE:</b>	c£65K plus generous pension scheme and other attractive benefits including a minimum of 32 days annual leave
<b>CONTRACT:</b>	Permanent, Full time 36 hours per week, 52 weeks per year
<b>LOCATION:</b>	Balham, however travel required to all Wandle Learning Trust (WLT) schools

### PURPOSE OF THE JOB

- To develop and deliver people management strategies which support WLT overall strategic aims and objectives.
- To take the operational lead across the core HR function within WLT
- The job holder will be expected to contribute at strategic and operational level in order to identify HR priorities which support WLT and its ongoing growth.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### Specific Responsibilities

- Oversee HR induction training for support and teaching staff.
- Produce appropriate reports for the Executive Management Team and the relevant Board committees
- Maintain all HR elements of the WLT website.
- Manage strategically, with support from an external provider, all aspects of difficult and complex employee relations casework in such areas as disciplinary, grievance, harassment investigations and absence management.
- In conjunction with central finance, manage the monthly payroll ensuring that resources are used to provide a cost effective and efficient service.
- Lead on redundancy consultations across The Trust
- To provide sound and creative professional advice to the Executive/ Head teachers on all areas relating to Human Resources.
- To put systems and support in place to ensure the highest standards for job design, recruitment and selection are maintained throughout WLT.
- Provide advice and guidance on employment related queries for all staff, including maternity/paternity leave entitlement, pensions, payroll
- To advise and monitor the existing performance management mechanism throughout the organisation.
- Provide professional developmental support to senior and middle leaders, in all aspects of HR including the application of Trust policies
- To undertake all statutory functions relevant to the role.
- In conjunction with the Exec Headteachers lead on union consultation
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust



- Ensure WLT compliance with pension regulations
- To ensure the Trust has a proactive approach to absence management, providing advice, guidance and training to manager's and ensuring the HR team provide timely sickness, authorised or unauthorised absence information/data to the Trust's executive team and leaders at individual schools.
- Contribute to the due diligence and project management process for academies wishing to join The Trust for any HR aspects including TUPE consultations.
- To oversee the development and periodic review of WLT employment policies and procedures, which underpin and enhance the organisation.
- Attend, and lead where required, HR-related meetings and forums across The Trust

### **Management Responsibilities**

- To lead the HR team across all Trust sites.
- To take a proactive lead on staff training, making colleagues aware of current HR responsibilities and legislation.

### **Main Expectations of the role**

- Oversee the performance management process, ensuring paperwork for teaching and non-teaching staff is collated.
- Ensure initial contract documents for employees are prepared and updated within required timescales.
- Ensure all HR Policies are updated and relevant
- Advise changes to pay from statutory, national or local pay agreements.
- Oversee all Occupational Health referrals
- Establish and maintain an efficient and effective HR communication strategy
- Manage and evaluate the effectiveness of external support including HR and legal provision
- Monitor equal opportunities in recruitment and prepare annual equal opportunities summary for Head teachers/Trust.
- Monitor safer recruitment practices.
- Oversee Academy Workforce Census and other returns as appropriate.
- Manage a HR budget, ensuring that resources are used to provide a cost effective and efficient service.
- To undertake all statutory functions relevant to the role.
- To develop and deliver people management strategies which support WLT overall strategic aims and objectives.
- To provide advice on employment law, thus ensuring the Trust retains a lawful approach.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Director of Finance to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow WLT guidance and policies. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder

**Person Specification – Human Resources Director**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and documentation</b>	<ol style="list-style-type: none"> <li>1. Degree qualification or equivalent in HR</li> <li>2. CIPD Qualified (min level 4 or QBE)</li> <li>3. A level Qualification in English and Maths</li> <li>4. Enhanced DBS and validated references</li> <li>5. Eligibility to work in the UK</li> <li>6. Evidence of further professional development relevant to the post.</li> <li>7. Full clean driving licence</li> </ol>	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓  ✓
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of leading, managing and supporting staff</li> <li>2. Experience of HR within an educational environment</li> <li>3. Ability to confidently handle TUPE situations taking into account legal implications</li> <li>4. Experience of HR leadership within a large organisation</li> <li>5. A confident user of Microsoft Office and experience of HR management information systems</li> </ol>	 ✓  ✓ ✓ ✓	  ✓ ✓
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knowledge of employment law</li> <li>2. Knowledge and experience of Financial and Management Information Systems (MIS) in education or other environment</li> <li>3. Knowledge of Delivering and implementing change</li> <li>4. Understanding of PAYE</li> <li>5. Understanding of safeguarding requirements</li> <li>6. Knowledge of Teachers Pay and Conditions and Academy freedoms</li> </ol>	 ✓	 ✓ ✓ ✓ ✓ ✓
<b>Skills / Competencies</b>	<ol style="list-style-type: none"> <li>1. Ability to work to achieve tight and or changing deadline</li> <li>2. Ability to prioritise for self and others and work on own initiative.</li> <li>3. Attention to detail.</li> <li>4. Chair meetings effectively</li> <li>5. Discretion, diplomacy, confidentiality and tact</li> <li>6. Good team skills and the ability to network effectively</li> <li>7. Good numeracy and literacy skills</li> <li>8. Good IT skills including use of spreadsheets</li> <li>9. Good communication, interpersonal and presentation skills</li> <li>10. Good organisational skills</li> <li>11. Negotiate and consult fairly and effectively</li> <li>12. Ability to lead and manage a range of responsibilities by:</li> </ol>	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	    ✓   ✓

	<ul style="list-style-type: none"> <li>• Articulating clearly to others what they want to achieve</li> <li>• Developing robust plans to implement change</li> <li>• Monitoring/evaluating with rigour, including own performance</li> <li>• Holding others to account</li> <li>• Supporting others to develop</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<p><b>Personal Qualities</b></p>	<p><b>Characterised as:</b></p> <ol style="list-style-type: none"> <li>1. Professional working attitude</li> <li>2. Shows initiative and demonstrates a 'can do' approach</li> <li>3. Sensitivity to the needs of others</li> <li>4. Flexible and adaptive approach to work</li> <li>5. Reliable and trustworthy</li> <li>6. Committed to safeguarding children</li> <li>7. Committed to equal opportunities</li> <li>8. Commitment to the overall success of the school</li> <li>9. Reputation for firm and fair behaviour management.</li> <li>10. Proactive, enthusiastic, optimistic and innovative.</li> <li>11. Reliable and resilient with a strong sense of gravitas.</li> <li>12. A role model for others with a high degree of integrity and professionalism.</li> <li>13. Emotionally intelligent and self-aware</li> <li>14. Calm under pressure and flexible in approach.</li> </ol>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	