

<b>Job Title:</b>	<b>Strategic People Management (SPM)</b>
<b>Grade:</b>	
<b>Working Hours</b>	<b>35 hours per week : Term Time Only</b>
<b>Hours</b>	<b>8am – 4pm : Mondays - Fridays</b>
<b>School:</b>	<b>Trinity School</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>HR Department</b>
<b>Number of Posts Supervised/Managed:</b>	<b>2 staff</b>

## 1. Purpose of the Job:

To manage all aspects of HR including Employee Ration cases for approximately 265 staff. This will include providing a high-quality HR advisory service, support and guidance to the Headteacher, Governing Body and School Management Team on designated issues.

To assist the Senior Leadership Team (SLT) to deliver the School's strategic vision, plan and objectives; continuously improving operational support functions so the School remains fit for purpose: building and sustaining business relationships and strategies to improve the outcomes and wellbeing for pupils and staff.

## 2. Skills & Qualifications

- The ideal candidate must have recent experience of managing HR Department, ER cases and good knowledge of employment law is essential.
- Proven track record of managing a range of complex HR cases, working to tight deadlines, juggling multiple priorities and cases, managing time effectively.
- The candidate must be CIPD Level 7 or 5 qualified and willing to work towards upskilling current CIPD Level and pass the qualification in the time frame agreed with the line manager.

## 3. Main Activities: (Human Resources)

- **Human Resources Management**
- **Employee Relations**
- **Competencies**
- **Payroll/Salaries/Staffing Establishment**
- **Recruitment**
- **Policies, Procedures and Safeguarding**

## **Human Resources Management**

- To manage all aspects of Human resources, employment, pay awards and employee matters.
- Managing contractual matters, recruitment processes, disciplinary and grievance issues, investigations, restructuring, competency, health and sickness, skills and training needs analysis and all other personnel matters.
- Overseeing, developing and managing all HR systems and processes.
- Keep abreast of developments in employment law and to update and inform Senior Leadership Team and school Policies.
- Play a major role in the employment and retention of a high-quality workforce.
- Managing and ensuring that all aspects of the processing of payroll and pensions are fulfilled by the HR team.
- Managing and ensuring the schools MIS is up to date with all personnel records, sickness and absence.
- Work in collaboration with the LA Payroll Department and the HR Payroll Officer on aspects of payroll and pensions processing and resolving all enquiries.
- To ensure that all aspects of safer recruitment are adhered with structured systems and processes in place to record appropriately; DBS, Single Central Record, etc.
- Managing and ensuring all personnel related data on all databases are accurate, up to date in support of completing the annual Staff Workforce Census processing.
- Managing and ensuring production and submission of any data required by internal and external stakeholders are completed within the data protection law.
- Data collection, tracking and analysis on the areas of; sickness/other absence, staff cover, retention, gender pay gap, accidents/incidents, RIDDORs. Preparing brief weekly updates or as and when required to the Senior Leadership Team and Governors.
- Arranging and delivering staff training as needed making sure school and local authority policies are followed.
- Provide reports and analysis as needed.
- Ensure full confidentiality is expected by all staff line managed by postholder.

## **Employee Relations**

- To advise and support the Headteacher, Senior Leadership Team and Governing Body on strategic HR and employment-related issues, along with the implementation and implications of staffing related business decisions.
- To attend and contribution to Governing Body Meetings and Senior Leadership Team meetings where HR/staffing and ER cases are discussed.
- Managing all employee relation cases and investigations with considerable autonomy from start to conclusion. Including long-term sickness, conduct and discipline, grievances and grievance panels, appeals against warnings and dismissals, CSABs and Employment Tribunals.

- Managing cases effectively to a timely and appropriate conclusion adhering to employment law, policies, business and operational need.
- Providing managers with accurate guidance and advice which adheres to a range of policies and terms and conditions and meets the operational and business needs.
- Coaching managers to improve their competence and confidence to manage cases.
- Delivering a high-quality service to all parties involved in an HR case and to manage all communication with Trade Unions and external agencies.
- Exhibiting a strong customer service focus, accurately recording, and providing management information as required.
- Pro-actively supporting a culture of continuous improvement and initiatives within HR, including managing or leading projects.
- Assess and communicate any risks and/or costs to the school in relations to Employee Relations issues.
- Effective and efficient case management ensuring cases are managed proactively, case notes are accurate, minutes are available in a timely manner and providing advice on any associated risk to the school.
- Writing, preparing and reviewing letters/ documents in readiness for and after formal hearings and providing feedback to Managers where required.
- Responsible for taking minutes at confidential staff HR meetings and ensuring the minutes are available to the Headteacher in a timely manner.
- To chair investigatory meetings in line with relevant procedure and be responsible for writing complex reports recommending outcomes and actions to the Headteacher. Ensuring that any investigatory report and paperwork is in line with Borough policy and any relevant employment law and when necessary, to represent the School at Employment Tribunal.
- Responsible for ensuring managers and supervisors at all levels are advised on employment-related issues, working in partnership with the Senior Leadership Team to deliver effective and appropriate HR interventions and to maximise service delivery.
- To recognise when staff are going through difficult personal circumstances and signpost them to the correct services, whilst maintaining a balance with the School's high expectations around attendance and performance. This may include supporting and listening to staff going through extremely difficult emotional and distressing circumstances, and directing them to the correct agencies for support.

## **Competencies**

### **Changing and Improving**

- Plan and delivery strategic improvements of systems, services and structures to simplify processes and deliver with more streamlined resources.
- To manage organisational changes, identifying any associated risks, ensuring these are planned and their impact assessed.

- Lead on change management initiatives, organisational / departmental re-structures / job role design / outsourcing / TUPE transfers / redundancy situations etc.

#### Making Effective Decisions

- To make educated decisions when appropriate, even if they prove difficult or unpopular, exploring different options outlining costs, benefits, risks and potential responses appropriately.
- Identify a range of relevant sources, patterns and trends and recognise the need to collect evidence/data when necessary from internal and external resources to make key conclusions.
- Recognise scope of own authority for decision making and involve team/SLT in decision making to help build engagement and present robust recommendations.

#### Managing a Quality Service

- Making effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
- Establish mechanisms to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners and seek out and respond to feedback from customers about service provided.
- Promote a culture that tackles fraud and deception, keeping others informed of outcomes.

#### Delivering at Pace

- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.
- Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.
- Regularly monitor own and team's work against milestones or targets and act promptly to keep on track and maintain performance.

#### Leading and Communication

- Communicate using appropriate styles, methods and timing, including digital channels to maximise understanding and impact.
- To communicate in a succinct, engaging manner, stand ground when needed as well as recognising, respecting and rewarding the contribution and achievements of others.
- Must communicate and interact with staff, helping to clarify goals and activities and the links between these and the school strategy.

#### Collaborating and Partnering

- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the school.

- Encourage collaborative team working within own team and across the school and Local Authority to support delivery of the best outcomes for the school.
- Demonstrating a pragmatic attitude and taking responsibility for personal development and contributing to growth within the team.

#### Payroll/Salaries/Staffing Establishment (also refer to – Financial Management)

- Overall responsibility for the management and administration of payroll, new starters, salary payments and contractual matters relating to staff, including staffing establishment, internal movement of staff, current vacancies, terminations, temporary arrangements and claims.
- Manage and ensure the yearly teacher's Annual Salary Statement are completed as per the LA / unions published deadline.

#### Recruitment

- Overall responsibility for the management and administration of recruitment and selection procedure for all staff appointed at Trinity School, for ensuring recruitment carried out effectively and in line with Safer Recruitment guidance and for keeping the School's Safer Recruitment Policy up-to-date and in line with national guidance.

#### Policies, Procedures and Safeguarding

- To provide HR advice to the Headteacher and SLT, as well as to be a point of contact with internal and external contacts relating to child protection issues with HR implications. Ensuring the Local Authority/Schools HR Team involvement and advice is sought on behalf of the Headteacher. When requested, to act on behalf of the Headteacher or School's Child Protection Officer at Professional Strategy Meetings in connection with allegations against staff.
- Responsible for ensuring that the School is using the most up-to-date Local Authority Human Resources and other relevant policies. Also responsible for ensuring that any internal staff-related policies and handbooks remain fully up-to-date and in line with national legislation and Local Authority advice and circulated to staff as required. To keep abreast of new developments in employment law legislation which may affect HR activities and school employment responsibilities. Providing advice to the Headteacher on policy implementation, consultation, roll-out and regarding employment law compliance.
- When requested, to research and provide advice to the Headteacher on a range of other staff-related policies or strategy matters, such as Safer Recruitment and nationally agreed terms and conditions, such as the School Teachers Pay and Conditions Document.
- Responsible for supporting the School Business Manager on relevant Staff Risk Assessments ensuring these are up-to-date and completed by new staff as appropriate. Working with the School Business Manager to ensure these are re-issued to existing staff in accordance with the School's Health and Safety Policy.
- Overall responsibility for holding and keeping the School's Single Central Record up-to-date, in line with national guidance and Ofsted requirements. To specifically see Inspector/s during Ofsted Inspections and be accountable to them and the SLT for ensuring the School continues to have a Single Central Record and other related documents which are outstanding.

- Ensure the schools employee/staffing Management Information System (IT solution) is fit for purpose and to keep abreast of system developments and updates to ensure staff data management and reporting is efficient and effective.
- Assist the School Business Manager in the preparation and participation of probity audits.

### Financial Management

- To maintain weekly effective communication with the School Business Manager regarding all staffing costs, including annual pay scale increases, incremental points, medical and occupational health, ill health retirement, redundancy and maternity leave costs.
- To work closely with the School Business Manager to support and advise on costs of all staffing issues as detailed in the point above, and terms and conditions issues to contribute to the setting of the school's Initial Budget Plan and throughout the financial year.
- To assist the School Business Manager with monthly monitoring of the school Staffing Salary Budgets, to ensure salary budget projections are revised according for Financial Reporting to the Headteacher and Governing Body.
- To assist the School Business Manager with monitoring cover costs budgets (for example sickness and vacancies) for both agency and internal cover staff to ensure overspends are limited and to provide information for Financial Reporting to the Headteacher and Governing Body.
- To arrange for quotations for Sickness Absence Insurance as appropriate on request of the School Business Manager, ensuring required data is available and supplied to the Insurance Companies accordingly.
- To manage and ensure the HR/Payroll Office review and completes the monthly salary staffing cost spreadsheet received from the Borough to ensure that staffing expenditure is on target, within budget and that Borough invoices can be paid in a timely manner.

### People Management

- Day to day management, supervision and support of HR staff and their performance, sickness absence management, appraisal and continuing professional development.
- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the School, Council, Department and Division and can successfully implement decisions.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.
- Keep abreast of current legislation and development in relation to all aspects of the role.

#### **4. Safeguarding Responsibilities**

- To ensure attendance at School safeguarding training, and to ensure attendance of all members of the HR team.
- To remain up to date with safeguarding responsibilities and School policies as they relate to this post
- Other safeguarding duties relate to health and safety as well as effective facilities management on the School premises and are covered in point 2 in this job description.

#### **5. Project Management**

Undertake ad hoc assigned HR projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

#### **6. Customer Care**

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council and Trinity School.

#### **7. Statutory Requirements**

**This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.**

#### **8. General Accountabilities and Responsibilities (All roles)**

- I. Liaise effectively with Borough Schools HR and Payroll Departments and other relevant sections of the Borough's Children's Services Department and external agencies and organisations.
- II. Attending HR meetings in an advisory capacity, supporting the Headteacher by leading the meeting when requested.
- III. Provide briefing and training to the Senior Leadership Team or Governors on areas within the post's remit.
- IV. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules, and other requirements of the Council.
- V. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- VI. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- VII. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies including Equal Opportunities in Employment.
- VIII. Ensure compliance with appropriate legislation, Council and School HR Policies.
- IX. Ensure compliance with and actively promote Health and Safety at work legislation, School, Council and Departmental H&S policies and procedures.

- X. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- XI. Ensure compliance with other School Procedures such as Safeguarding and Data Protection.
- XII. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- XIII. Take responsibility for continuing self-development and participate in training and development activities.
- XIV. To share with other staff skills and knowledge relating to this post.
- XV. As directed by the Headteacher, you may be required to cover or provide support to the other posts within the office administration/support services functions of the school.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Postholder ..... Date .....

Headteacher ..... Date .....

**Trinity Community School**



## Person Specification

<b>Post Title</b>	<b>Strategic People Management (SPM)</b>	<b>Grade</b>	
<b>School, Section</b>	<b>Trinity School</b>	<b>Date of Person Specification</b>	<b>Feb 2024</b>

<b>Attributes</b>	<b>Minimum Criteria</b>	<b>Method of Assessment</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of successfully working within schools of all types and of giving sound, confident advice that is consistent with the Council and School's HR policies and procedures.</li> <li>• Experience of policy or procedure writing and project management from concept, to sign off and roll-out.</li> <li>• Previous experience of leading on recruitment campaigns from; drafting advertisements and job descriptions through to chairing interview panels.</li> <li>• Prior experience of managing all aspects of absence and attendance within an organisation.</li> <li>• Experience of dealing with difficult and sensitive HR situations in a diplomatic and professional manner.</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>• Extensive generalist experience in HR Management specifically including dealing with employee relations issues and processes.</li> <li>• Prior experience of HR work within the education/schools' environment.</li> </ul>	Application Test Interview
<b>Education, Training And Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate Member of the CIPD or relevant equivalent qualification.</li> <li>• Level 5 post-graduate diploma in HR Management or equivalent.</li> <li>• At least Grade A* to C (or equivalent) GCSE or equivalent in Maths and English, preferably an A Level in Maths or relevant NVQ Level 3.</li> <li>• Evidence of CPD.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>• Level 5 post-graduate diploma in HR Management or equivalent.</li> </ul>	Application Interview
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of safeguarding/child protection responsibilities of staff in Schools/education and of Safer Recruitment.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>• Current Active Safer Recruitment in Schools Training Certificate</li> </ul>	Application Interview

<b>English Language Requirement</b>	<ul style="list-style-type: none"> <li>Excellent understanding of English, listening and speaking skills.</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>Excellent numerical, oral and written communication English language skills.</li> </ul>	Application Test Interview
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Able to lead a team and individuals.</li> <li>Highly developed interpersonal skills including influencing skills.</li> <li>Willingness and ability to constructively challenge the work of self and others to continually improve own and team performance.</li> <li>Effective written and verbal communication skills.</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>Understanding of promoting positive relationships with the wider school community</li> <li>Ability to be a confident adviser to the School, Leadership Team regarding the implementation of HR strategy and other areas that fall under this role.</li> </ul>	Application Test Interview
<b>Equalities and Diversity</b>	<ul style="list-style-type: none"> <li>Commitment to the Council and School's Valuing Diversity and Equal Opportunities Policies.</li> <li>Empathy with the aims of the School and to SEND pupils.</li> </ul>	Application Interview		
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Specific evidence of the ability to manage the HR function within a busy large school environment.</li> <li>Ability to work under pressure and meet deadlines</li> <li>Able to deliver services and systems applicable for effective school management.</li> <li>Ability to deliver value for money initiatives and clear understanding of best value.</li> <li>Able to strategically influence decision making within the School.</li> <li>Excellent organisational, interpersonal and time management skills.</li> <li>Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word.</li> <li>Ability to use to a good standard an appropriate school HR management package.</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>Up to date knowledge of employment legislation, HR best practice and national terms and conditions applicable to school staff.</li> <li>Ability to communicate verbally with and write reports for a range of stakeholders including; Senior Leadership, Governors and external agencies.</li> </ul>	Application Test Interview

	<ul style="list-style-type: none"> <li>• Ability to seek out, manage and influence opportunities for continuous improvement and change.</li> <li>• Working knowledge of statutory reporting for schools including; Gender Pay Gap and School Workforce Census.</li> <li>• Excellent minute taking skills.</li> </ul>			
<b>Management, e.g. People, Finance and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to calculate and understand salary costings</li> </ul>		Experience of leading and managing a small team.	Application Interview

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes