SEAX Multi-Academy Trust

Employee's Name ....

Employee's Signature .... Date ....

Human Resources Support Manager

Job Description & Person Specification

Job Title:	HR Support Manager
Grade:	**Scale 7 (Points 19-24)**
Based at:	**Thriftwood College**
Responsible for:	**All members of the Admin Team college site**
Reports to:	**Executive Headteacher, College Lead**
Liaison with:	**School staff, pupils, parents/carers, outside agencies, SEAX Trust**
Job Purpose:	• To facilitate personnel function at an academy-based level, including strategic vision and leadership in all aspects of HR at college level • To lead, operate, maintain and develop the HR procedures and systems of the school, in co-operation with the Executive Headteacher, College Lead, Senior Leadership Team, AC members and Trust's Director of HR • To function as Line Manager for support staff, as directed • To attend regular Trust HR Meetings and liaise with the Trust's Director of HR in order to operate, maintain and develop the administrative and H.R. systems of the college in line with SEAX Trust policies and procedures
Principal Accountabilities:	• To function as a member of the wider leadership team, ensuring HR decision-making is part of a shared process • To report and meet regularly with SEAX Trust Central Staff • To promote the HR function within the college

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Duties:

Personnel
- To maintain a strategic overview of all HR-related matters at a college-based level, such as recruitment, absence management and staff CPD, advising the Executive Headteacher/College Lead and SLT accordingly.
- To use data-based information to inform and predict trends in matters such as absence management.
- To liaise regularly with the SEAX Trust Director of HR regarding matters relating to all Academy-based staff.
- To maintain confidential staff records and to ensure that records and specific issues are shared appropriately with SEAX Trust Central Staff as they arise.
- To assist the SEAX Trust Director of HR to ensure that all HR matters are managed in accordance with SEAX Trust procedures and policies.
- To provide support for the SCR and associated practices, ensuring statutory procedures are followed rigorously at all times.
- To administer the job application procedure in conjunction with the SEAX Trust Director of HR, including interview arrangements.
- To be responsible for administering the pre-employment checks' procedure for staff, including the DBS process, the probationary and induction procedures, in close conjunction with the SEAX Trust Director of HR and Executive Headteacher/College Lead.
- To administer the staff Professional Growth procedure, ensuring practices remain timely and are recorded appropriately.
- To ensure that all staff absences/holidays are recorded accurately and promptly on the appropriate database.
- To arrange, attend and lead meetings relating to HR issues, as directed, including sickness absence reviews, capability, disciplinary and grievance, taking notes as required
- To undertake investigations, as required, ensuring that the ACAS Code of Practice and Trust Policies/Procedures are adhered to
- To provide regular reports and notifications to the SEAX Trust Director of HR in respect of all HR matters.
- To administer support staff 'Return to Work' meetings, following absence and all necessary risk assessments, including maternity, in a timely fashion.
- To administer the staff 'Leavers' system.
- To maintain the Academy MIS database – Arbor, in respect of HR records including absence and training.
- To ensure that Data Protection Procedures are strictly adhered to in line with the Trust's Document Retention Policy for HR
- To liaise with the Network Manager who will be responsible for the admin of VDU assessment.
- To administer personnel returns to the DfE and other regulatory bodies, including the annual HR census.
- To maintain a current level of CPD in relation to HR.

Administration

- To manage the administrative function, ensuring tasks are completed in a timely manner and to a professional standard
- Provide training and support to the administration staff, as required
- Line-manage members of the Admin Team, as directed
- To oversee the preparation and production of all school correspondence, records, policies and publications
- To ensure that the SEAX Trust policies (whole Trust policies) and local school policies remain current and available to staff
- To manage the content and updating of the college website, ensuring it remains current and compliant.
- To manage the administrative process of pupil transition and admissions for the college site.
- To be responsible for the preparation and timely distribution of the College Welcome Pack
- To archive student records in line with GDPR and retention regulations.
- To take a lead in the preparation for Ofsted in respect of the administration team
- To handle all other matters relating to an administrative nature which may arise.
- To be responsible for management of the college on-line diary, ensuring it remains accurate and is kept up to date.
- To act as personal and confidential Personal Assistant to the Executive Headteacher/College Lead and wider Senior Leadership Team (SLT), including the compilation of letters, reports and emails.
- To deal with staff and parent queries as required.

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

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

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: HR Support Manager

Qualifications & Experience			
Detail		**Essential**	**Desirable**
Specific qualifications & experience	Successful experience of administrative work in a busy school environment	✓	
	Educated to A level or equivalent	✓	
	Relevant HR qualification	✓	
Knowledge of relevant Procedures	Good knowledge of school policies and procedures	✓	
	Understanding of School environment	✓	
Literacy	Excellent reading and writing skills, and verbal communication skills	✓	
Numeracy	Excellent numeracy skills and an ability to undertake complex calculations	✓	
Technology	Ability to use photocopier	✓	
	Ability to use word processor, databases and other IT applications	✓	
Communication			
Written	Ability to complete detailed reports, forms and letters	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Languages	Overcome communication barriers with children and adults	✓	
Negotiating	Ability to consult with colleagues in an effective way	✓	
Working with Children & Others			
SEND	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role	✓	

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Child Development	Good understanding of the general aspects of child development Ability to assess progress and performance	✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Good understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload, delegate and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information	✓ ✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to work accurately with strict attention to detail Ability to remain calm under pressure	✓ ✓ ✓	
Line Management	Ability to lead and motivate a team in a positive and successful way	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve routine problems independently	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	

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Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	Understanding and implementation of the Trust's Data Protection Policies	✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	
	Ability to effectively evaluate own performance and share knowledge with others	✓	

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