

## Job Description

**Post Title:** Human Resources Manager  
**Grade:** Principal Officer 2 (PO2) Points 29-32 (currently £41,442 to £44,331)  
**Hours/Weeks:** 36 per week, 52 weeks per year  
**Location:** The Royal Liberty School

**Reports to:** Director of Human Resources

**Management of:** HR & Finance Team Leader, HR Officers

### Core Purpose

To provide strategic vision and leadership for the human resource management service of the Trust to ensure that the provision runs smoothly, efficiently and effectively and can deliver its objectives and priorities for the complete employee lifecycle. To lead and manage the team by providing professional skills, expertise and specialist knowledge, integrity in decision making and operational activity when dealing with people and processes.

To deputise for the HR Director and support the HR Director with the implementation of the People Strategy and the review/creation of Trust people policies.

### Key Accountabilities

- Advise leadership teams and staff on Trust policies, procedures, terms and conditions of employment.
- Provide efficient and effective management of human resources functions including outsourced payroll, policies and procedures, appraisal, terms and conditions of employment, recruitment and selection and attendance management.
- Manage a team of HR professionals to include appraisals/performance management
- To be responsible for the update, maintenance and full utilisation of the functionality of the people element of the Management Information System and production of the annual School Workforce Census
- In conjunction with Designated Safeguarding Leads, ensure that the Single Central Records are up to date, accurate and compliant with relevant regulations and best practice.
- Present the SCR during Ofsted inspections on behalf of the school in conjunction with the DSL.

### Operational HR

- To take responsibility for the management of payroll instructions and changes, reconciliation and authorisation.
- To support with advice to Senior Leaders in relation to absence management, conduct, and capability, grievance, organisational change and the full range of employment and employee relations matters including providing professional advice at meetings/hearings as directed.
- To assist in the production and maintenance of HR policies and procedures, ensuring legal compliance, good practice and in line with the SFAET ethos.

- Support the work on key people projects.
- To advise at interviews or be a panel member as and when required.
- To support exit interviews, retention interviews and analysis and reporting as required.
- To promote equalities and diversity through effective HR policy and practice.
- Cooperate and provide relevant contract, pay and other information for regular finance, payroll and HR internal and external audits.
- Have responsibility for electronic staff files, archiving and compliance with data protection and destruction requirements.
- Undertake job evaluations for support staff posts
- Manage the triennial auto enrolment process
- Manage the annual cost of living pay increases for staff - payroll and MIS

## **Administration**

- HR administration in relation to drafting letters and other documentation proof reading and undertaking research as required
- Production of reports and interrogation of the HR MIS
- Liaison with the local pensions partnership administration team and the Teachers' Pension Scheme to resolve scheme and employee queries including regular staff updates of relevant changes.
- Calculation and authorisation of pay related expenses, overtime, honoraria and other payments
- Provide advice on family friendly processes including maternity, paternity and shared parental leave
- To ensure that all payroll documentation including new starters, cessations, salary amendments, overtime payments, maternity, sickness and other salary adjustments are authorised and dispatched to the Trust payroll provider within the specified deadlines.
- To oversee administrative support and preparation of any relevant paperwork for the annual pay progression of teaching and support staff.
- Liaise with pension service providers, legal advisers, governance advisers and other third parties as appropriate.
- Oversee the annual leave process for 52 week staff

## **Professional Development**

- To keep abreast of employment legislation and national and local developments affecting the employment law landscape and the education sector.
- To engage in continuous professional development.
- To complete school based induction and any subsequent training required to improve performance and take part in performance management.

## **Other Duties**

- To undertake any other duties commensurate with this post as directed by the Director of HR or Trust SLT.
- The SFAET expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work

that is not specified in the job profile but which is within the remit of the duties and responsibilities.

- To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the Trust.
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.

## Safeguarding

- The SFAET is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This job description has been prepared for the purpose of the Trust organisation and may be reviewed as a contract changes or as the organisation of the Trust evolves and develops. The post holder may be required to work in any of the Schools within the SFAET.

Dated February 2025

	Essential	Desirable	Assessed by
<b>Qualifications/Knowledge</b>			Application (A) Interview (I) Assessment (As)
A member of the CIPD		✓	A
To have or undertake CIPD HR level 5 (or equivalent)	✓		A
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	✓		A, I
Evidence of commitment to continuous professional development	✓		A
Proficiency in Google or Microsoft Office software	✓		A, As
Knowledge and effective application of an HR management information system	✓		A
Demonstrate up to date knowledge of employment legislation and best practice		✓	A, I

Knowledge of education sector		✓	A
<b>Experience</b>			
Experience in a school, academy or a multi-academy trust		✓	A
Substantial HR experience	✓		A
Proven track record in the provision of high quality HR services and advice	✓		A, I, As
Experience of managing employee relations cases to reach satisfactory outcomes		✓	A
Experience of supporting the development and delivery of HR strategies and delivering associated action plans	✓		A
Experience of or ability to learn about the monthly payroll cycle for employees including reconciliation and authorisation.	✓		A, I, As
<b>Skills</b>			
Able to plan, prioritise and manage a busy workload	✓		A, I
Able to find solutions and make rational, well informed and pragmatic decisions	✓		A, I
Experience of high level communication skills	✓		A, I, As
Good numeracy and IT skills	✓		A, I, As
The ability to manage, organise and motivate staff	✓		A, I
Ability to work co-operatively and sensitively with others, both independently and as part of a team	✓		A, I
Demonstrate agile working and the ability to adapt to change quickly	✓		A, I
<b>Personal Attributes</b>			
Positive and solution focused with a flexible approach to work	✓		A, I
Self-motivated and proactive	✓		A, I
Reflective and keen to develop self and others	✓		A, I
High levels of integrity, able to ensure confidentiality and data protection compliance	✓		A, I
Able to influence and inspire confidence and trust	✓		A, I