

**JOB DESCRIPTION**

*The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.*

<b>Job Title:</b>	Trust HR Manager
<b>Salary/Range:</b>	£40,000-£50,000
<b>Hours:</b>	37.5 hours per week. 52 weeks per year
<b>Base:</b>	Truro (but expected to travel and work in schools across Cornwall , Devon and Torbay)
<b>Responsible to:</b>	Director of Resources
<b>Direct Supervisory Responsibility for:</b>	
<b>Important Functional Relationships: Internal/External</b>	Internal: Headteachers, LGBs, Trustees, school-based staff, team members. External: ESFA, RG, LA, TUs, charities, providers, parents, carers, health, social care, DfE, Auditors, contractors, service providers, schools,

**Expectations of the Postholder:**

- This is a high profile post within an existing Multi Academy Trust.
- The environment is sometimes pressurised so flexibility, a calm approach and a “can-do” attitude are required to carry out the role effectively.
- The postholder must have integrity and discretion at all times.
- Positive interactions with staff and pupils are an expectation.
- Direct supervision is minimal so the ability to prioritise, use initiative, be proactive, organise one's own workload and that of others, whilst maintaining high standards, is essential.
- The postholder must be proactive in keeping professional knowledge up to date and have a commitment to personal and professional development.
- It is crucial that all staff in the Trust support Trust vision, ethos, value through adhering to policies and procedures.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.

**Role Summary and Primary Purpose:**

To develop and advise the Trust on all HR and workforce matters.

To deliver a professional HR service to schools, ARBs and residential provision on behalf of the Trust.

To ensure the development of policies and the management of staff is in line best practice and supports Trust vision, values and ethos of the Trust and meets the needs of children and young people as the organisation grows and develops.

To support the development and delivery of the Trust People strategy.

To positively contribute to the culture of a people focused organisation.

**Main Duties and Responsibilities:****Duties and Responsibilities**

Ensure that the Trust is operating within a legally robust HR policy and procedural framework that is fit for purpose.

Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust and wider school Admin teams, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up-to-date and legally compliant.

Develop, implement and maintain a set of legally compliant Trust HR policies and procedures that support performance management and mitigate disputes. Ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements.

Ensure that the Trust is compliant with equality legislation. Advise managers on the terms and conditions of employment and share best practice with them., Provide professional recommendations and implementing action plans to address any inconsistencies of approach.

Support the delivery of the Trust's strategic priorities.

Manage the delivery of a compliant, professional HR service for Trust service users/schools.

To lead all aspects of contractual change from recruitment to termination, including pensions, pay and leadership awards, flexible working requests and maternity leave, advising academy leaders as necessary.

Leading the development and implementation of a robust absence management process and ensuring this is adhered to across the Trust.

Support the development and implementation of planned improvements to the Trust payroll/HR systems.

Ensure the Trust is compliant with the requirements of Safer Recruitment. Ensuring that HR record keeping including the Single Central Record is accurate and compliant across the Trust

Manage the HR processes and files for Trust Shared Services Team – including recruitment/ DBS/SCR and absence management.

Working with the Workforce Development Manager, support schools as necessary with exit interviews, collating information to develop policy and inform future strategy.

Lead on casework and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate. Including dispute resolution, disciplinarys, grievances, absence, retirement and redundancies.

Lead and oversee the implementation and continuous improvement of HR systems and processes including pension arrangements (alongside the Director of Resources), recruitment, performance management and other operational areas.

Support in the delivery of the development and implementation of a strategic Trust People Strategy. Support the CEO, Director of Resources working constructively with the Trade Union Joint Consultative Committee

Work in partnership with Trust leaders and staff to develop the Trust as an excellent place to work, able to attract, recruit and retain the best staff (working with Workforce Development Manager).

Provide advice on recruitment and selection strategies. Support the development of the recruitment process – this may include writing job descriptions and preparing interview questions and carrying out the Trust element of new starter inductions.

Work to ensure that outstanding HR management and practice becomes embedded within the Trust.

Provide written and verbal HR reports to the CEO for presentation to the Trust's Board and/or its committees as required.

Provide HR project management and input into Trust projects and organisational changes/growth including the management of consultation/TUPE.

Act as conduit with the external Data Protection Officer and be the point of contact for all Trust related data protection issues.

Any other duties commensurate with the grade.

### **Safeguarding Children and Safer Recruitment**

To ensure that the school meets its commitment to the safeguarding and promotion of welfare for the students and young people in its care.

### **Company Overview:**

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West.

The Trust was founded in 2016 and is currently made up of 6 schools and 4 ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

### **We are...**

**Ambitious:** We believe in setting new standards and consistently raising them through the quality of our work and approach.

**Aspirational:** We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We are invested in improving the lives of our young people both now and into the future.

**Purposeful:** We don't do things for the sake of doing them. We are driven by our purpose and committed to turning our vision into a reality.

**Genuine:** Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

**Energetic:** We make SEN exciting. We are the go-getters and the trend-setters. We are not bound by convention and infuse our energy and passion through everything we do.

**Specialist:** We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

### Core Expectations:

Staff should recognise that as the Trust grows and moves forward job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development and service delivery changes which supports this.

### Person Specification

Qualification/Training	Essential	Desirable
Degree or equivalent professional qualification.	x	
CIPD Qualified	x	
MIPD Qualified		x
Evidence of ongoing professional development in relation to leadership	x	
Knowledge of Employment Law	x	
Relevant Experience		
Minimum 3 years' experience in a HR role.	x	
Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines.	x	
Experience of advising senior/middle managers on employment law issues – TUPE, discipline, absence, capability and grievance.	x	
Experience of translating law into best practice employment policy, procedure and advice	x	
Minimum 1 year's experience in a management role.	x	
Experience of team leadership and performance management e.g. motivation, setting and reviewing objectives, training needs analysis, performance review and appraisal.	x	
Experience of leading by example in establishing and maintaining teams focussed on both outcomes and due process, whilst developing staff potential and addressing areas of under-performance.	x	
Experience of managing change and implementing new systems/procedures/controls.		x
Experience of working in a school/MAT. Experience of school/MAT funding streams.		x
Experience of and generating income/sponsorship opportunities.		x
A track record of developing and implementing strategies for achieving best value and identifying and leading on strategies for maximising income generation and fundraising opportunities.	x	
Experience managing and maintaining a fixed asset register and effectively reporting depreciation of assets.		x

<b>Skills/Knowledge</b>		
Working knowledge of employment regulations.	<b>x</b>	
Good working knowledge and understanding of regulations, accepted professional standards, policies and procedures and legislation (including legislation on data protection, the Equality Act and health and safety).	<b>X</b>	
Excellent understanding of HR practices.	<b>x</b>	
The ability to manage the implementation of effective employment policies.	<b>x</b>	
Good understanding and technical abilities within all HR departmental areas including recruitment, employee relations, workforce administration, employee engagement, payroll, reward and recognition, welfare, learning and development and HR systems.	<b>x</b>	
Able to manage difficult situations and work with those involved to devise solutions	<b>x</b>	
A confident leader with experience in leading a team.	<b>x</b>	
The ability to develop strong working relationships and drive collaboration	<b>x</b>	
The ability to accept and provide feedback, be challenged on your advice and work well under pressure	<b>x</b>	
Ability to produce reports and present information to a range of stakeholders including staff, parents, community, Trustees and Local Governing Boards.	<b>x</b>	
The capacity to make quick but rational decisions. The ability to think innovatively and rationally about decisions and come up with creative solutions.	<b>x</b>	
Evidence of an open and collaborative leadership style which values the contribution of others and motivates and enables them to achieve their potential and make a difference.	<b>x</b>	
Excellent written and oral communication and presentation skills that can engage and facilitate collaborative working with a diverse range of audiences.	<b>x</b>	
Proficient I.T. skills.	<b>x</b>	
Working knowledge of law with regard to Health & Safety legislation, contracts, freedom of information act, copyright and General Data Protection Regulation / Data Protection.		<b>x</b>
Good understanding of safeguarding and compliance with Child Protection		<b>x</b>
<b>Personal Qualities</b>		
Commitment: sustained energy and enthusiasm to achieve the MAT's vision for improvement.	<b>x</b>	
Innovation: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.	<b>x</b>	
High standards: ability to lead by example, setting high standards for self and others	<b>x</b>	
Self-motivation: ability to initiate and complete routine and non-routine work independently.	<b>x</b>	
Resilience: ability to remain calm under pressure and meet deadlines.	<b>x</b>	
The successful candidate will be fair, collaborative, respectful, accountable, forward-thinking and strategically aware	<b>x</b>	
Friendly and approachable with high emotional intelligence	<b>x</b>	
Flexibility in working hours. Candidates should be under no illusion as to the demands of a role on the Senior Team within a successful School. This role does not always sit neatly within 9.00am to 5.00pm working hours and the salary on the Leadership Scale reflects the expectation that a flexible approach shall be adopted.	<b>x</b>	
The ability to assert your opinion and ideas with confidence.	<b>x</b>	
Excellent interpersonal skills.	<b>x</b>	