

Job Description

Employee Relations and Administration Manager

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

Responsible to	Headteacher and HR Director
Grade	6 £26,511 to £32,910 per annum pay award pending
Hours	37 hours per week all year round
Location	Based at President Kennedy School with a requirement to undertake work at and for schools across the Trust

Job Purpose

To work as part of the Trust's Central HR Team to manage, develop and maintain an efficient, effective and professional HR service at President Kennedy School, including undertaking the administrative work required.

To provide professional HR advice and support to managers and Senior Leaders, facilitating the achievement of educational objectives whilst managing risk and ensuring statutory compliance.

Duties and responsibilities

Strategic:

- Work both independently and with the HR Team to implement all HR related policies and procedures, systems and processes, underpinned by statutory compliance, best practice and added value.
- Develop effective professional working relationships with stakeholders at all levels, including colleagues, governors, trustees, trade union representatives and external agents.
- Manage and monitor HR casework, reporting to and seeking assistance from the HRD or Trust HR Manager as required.
- Monitor staff recruitment, retention, training and development, to assist in ensuring that they are cost effective and that the School secures competitive advantage.
- Assist in implementing the Trust's strategies in relation to recruitment and retention, succession planning and talent management, and learning and development.
- Produce reports for School Leadership, the Local Governing Body and the Trust as required.
- Assist in ensuring compliance with and that the School is working towards the aims of the Public Sector Equality Duty.
- Monitor and manage staff health and wellbeing in the work context, including stress attributed to work and work / life balance.
- Ensure that the HR function operates in line with the HR Key Performance Indicators and Key Risk Indicators identified, including those in relation to staff attendance.
- Advise in respect of and manage change, including workforce remodeling.
- Work with the HRD to monitor and manage HR related Service Level Agreements, to ensure that the School is securing the best services to meet its needs.
- Work with the HRD to monitor / audit the practice of the School's HR function / management practice to identify areas of concern / risk / success, and inform relevant stakeholders.

Operational:

Line management

- Oversee the work of any school level colleagues who may provide administrative support and deploy effectively to ensure that the HR function delivers an efficient, effective and professional HR service.

Day to day running

- Ensure that the safeguarding policies and procedures and statutory guidance that underpin working practices are followed at all times, including Keeping Children Safe in Education.
- Ensure that all information/data that is obtained and processed by the School's HR function is managed in accordance with data protection requirements, and that confidentiality and security are maintained at all times.
- Ensure that personnel files are kept up to date and contain relevant information.
- Co-ordinate the recruitment and appointment of staff in liaison with colleagues, including the provision of advice and guidance, and ensuring that the Trust's Safer Recruitment Checklist is implemented.
- Work with managers to update job descriptions and person specifications, ensuring that they are fit for purpose, in a consistent format and that job evaluation is undertaken as required.
- Undertake all required pre-employment checks and record in the School's Single Central Register, in accordance with statutory requirements and safeguarding best practice.
- Implement and develop administrative processes, procedures and systems to ensure compliance with School and Trust policies and procedures and statutory requirements, including but not limited to those in respect of safeguarding, employment and data protection.
- Work with colleagues to ensure that the Trust's Visitor Management Policy is implemented and that the required records are held.
- Keep the HR section of the staff portal up to date with current policies and procedures and information for staff.
- Provide advice in respect of terms and conditions of employment, including contractual, statutory and implied terms.
- Ensure that the Trust HR Manager receives the information required to provide accurate contracts of employment within the statutory time limit, and contractual variation letters as required.
- Organise and participate in the delivery of staff induction ensuring that it is fit for purpose.
- Work with relevant colleagues to ensure that transactional processing for payroll and pension purposes is accurate and undertaken in a timely manner.
- Ensure that all types of staff absence from work are reported and recorded appropriately, including annual leave, ill health and special leave; monitor and analyse all types of absence, taking action as may be required.
- Provide the Headteacher with a weekly HR report containing relevant information in an agreed format.
- Ensure that the most up to date policies and procedures are readily accessible to all staff, communicating them in differing formats as may be required.
- Assist with the collation, monitoring and analysis of information for the purposes of equality monitoring.
- Liaise with the Headteacher in respect of recruitment and training expenditure seeking authorisation as required.

Management support

- Advise and guide managers through all aspects of people management, including assisting them to manage casework in accordance with the Probation, Promoting Health at Work, Disciplinary, Capability and Grievance Procedures.
- Adapt letters and templates as required to enable managers to manage attendance, conduct and performance concerns in accordance with Trust and School Policies and Procedures.
- Undertake / assist managers, governors or trustees to undertake HR related investigations as may be required.
- Attend meetings and Hearings as appropriate to advise managers, decision making panels / committees.
- Manage and advise on processes which provide for the fair and lawful termination of employment in accordance with statutory, contractual and procedural requirements.
- Oversee and provide for the efficient running of the performance management cycle for all staff in School, including the administrative process, quality assurance and the provision of advice, guidance and training for managers.
- Contribute to the development and delivery of briefing and training sessions to managers and governors as required.
- Provide advice, guidance and support to ensure that any safeguarding allegations against staff are managed in accordance with Keeping Children Safe in Education, and the relevant statutory and procedural requirements.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to manage the HR function are up to date; strive to keep up to date with relevant case law and statutory changes, and the guidance and Codes published by the DfE, ACAS, LGA and other professional authoritative sources.
- Maintain membership/ associate membership of the CIPD and utilise the Profession Map.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.
- Request advice, guidance and assistance from the HRD or Trust HR Manager to undertake any aspects of the role as required.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description is not exhaustive. It reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



Job description reviewed by: Chantelle Bayliss HR Director
Date: October 2021