

Person Specification
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

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level upper second or first class or equivalent experience • CIPD qualified at level 5 or above • Current member of CIPD • Full driving licence and own transport 	<ul style="list-style-type: none"> • Degree in HR/ Personnel Management 	Application Form Certificates / membership number / licence
Skills and Abilities	<ul style="list-style-type: none"> • Able to be flexible and adaptable to changing requirements and priorities day to day • Excellent organisational skills with the ability to efficiently undertake high volume administration • Proven ability to develop effective professional working relationships with stakeholders at all levels • Competent in interpreting and providing advice on employment legislation and conditions of service to ensure compliance and best practice • Able to assess situations, including risk, and offer solutions which are focussed on achieving the aims of the School • Able to communicate effectively both verbally and in writing with a range of audiences • Able to quality assure and produce accurate work 		Application Form Interview Written Test Presentation

Skills and Abilities continued	<ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to produce accurate written records of meetings and discussions • Able to produce clear written communications appropriately adapted to target audience and purpose • Able to develop a thorough knowledge and understanding of safeguarding requirements and ensure that they are implemented at all times • Competent in reviewing, measuring and monitoring the work of the HR function Able to design / re-design and implement systems, processes and training to achieve planned outcomes and meet KPI's • Able to plan for the efficient and effective use of available resources • Able to use ICT systems to ensure the efficient and effective running of the HR function • Able to work as an effective team member at the levels of the HR function, School and Trust • Can prioritise and work well under pressure; meeting strict deadlines and exercising attention to detail • Can interpret and present written and numerical data in formats including spreadsheets, written reports and presentations • Able to manage, motivate and develop colleagues • Excellent interpersonal skills and the ability to demonstrate tact and empathy when dealing with sensitive issues • Able to manage monitor, and work effectively with external partners including Occupational Health, and payroll and recruitment providers 		Application Form Interview Written Test Presentation
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Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience In a HR advisory or management position including: • Providing advice, support and training for managers regarding all aspects of HR, including the appointment of staff and the management of attendance and performance. • Extensive experience of independently managing casework, advising on investigations, and preparing for and attending formal hearings in relation to conduct, capability and grievance • Developing and implementing HR initiatives to achieve organisational aims • Working with external partners to add value to an organisation • Implementing policy to achieve outcomes and add value to an organisation • Utilising data to inform action planning to achieve outcomes and add value to an organisation 	<ul style="list-style-type: none"> • Experience of working in HR in education • Working in a unionised environment with trade union representatives to achieve positive outcomes • Personally carrying out investigations • Workforce remodelling • Consulting with staff and trade union representatives where required 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> •Sound knowledge of employment law and practice including key aspects of the Equality Act 2010 •The impact that HR practice has on the achievement of organisational outcomes •The role of HR in educational settings in safeguarding and promoting the welfare of children and young people, and that safeguarding is the responsibility of every individual •Equal pay and job evaluation •Data protection and confidentiality •All aspects of personnel administration •The impact of TUPE on HR practice post transfer 	<ul style="list-style-type: none"> • Terms and Conditions of employment in education including the School Teachers' Pay and Conditions Document, Burgundy and Green Books • Keeping Children Safe in Education and issues relevant to safeguarding in the context of employment practice in schools/academies • The Public Sector Equality Duty 	Application Form Interview Written Test Presentation

Knowledge and Understanding continued	<ul style="list-style-type: none"> • Managing for equality and diversity • Employment rights in relation to all types of family friendly leave 		Application Form Interview Written Test Presentation
Other Requirements	<ul style="list-style-type: none"> •A professional role model who is committed to their own professional development and to developing others •Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. •Able to work calmly under pressure and withstand stress •Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview

Person specification reviewed by: Chantelle Bayliss HR Director
Date: October 2021