



Job Description: Human Resources Manager

Post Title:	Human Resources Manager
Job Purpose:	To promote and support the vision and direction of St Clare CMAT by providing an effective and efficient human resource service.
Responsible to:	Chief Financial Officer (CFO)
Responsible for:	HR Officers and Administrators.
Liaising with (Working Relationships):	CEO, CFO, Headteachers, Head of Finance, Finance Manager, Payroll Manager, School Business Managers.
Hours of Work:	37 hours per week, TTO - 52.143 weeks
Grade and Range of Post:	NJC Pay Range - 43 – 46 (£49,590 – £52,663 pay award pending)
Current Base:	Hallam Pastoral Centre or at any premises used from time to time by St Clare CMAT, unless your duties take you elsewhere. St Clare CMAT reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
Disclosure Level:	This post is subject to an enhanced DBS disclosure
Main / Core Duties:	<p>Work with trust executives and directors to develop and review the Trust's HR strategy, providing expert advice and guidance.</p> <p>Ensuring the successful implementation of our HR strategy and development plan.</p> <p>Managing and developing the HR functions of the Trust.</p> <p>Ensuring the Trust remains compliant with employment law, ACAS guidance and best practice.</p> <p>Maintaining awareness of changes to legislation and employment case law.</p> <p>Support the development and updating of Trust HR policies and procedures.</p> <p>Develop and implement organisational KPIs and provide monthly HR reporting and analysis to the executive leadership team.</p> <p>Development and co-ordinate the Trust's Apprenticeship programme.</p>



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	<p>Reviewing and developing HR systems to ensure they are effective including aligning recruitment, onboarding, induction and exit processes.</p> <p>Develop and maintain third party HR relationships, including pension and recruitment providers, our professional legal advisors' internal auditors and statutory advisors.</p> <p>Assume lead responsibility for the development of HR systems and processes e.g. (HRMS) Human Resource Management System</p> <p>To provide the executive leadership team and schools with effective HR support and advice on a range of HR subjects, reactive to immediate situations as well as proactively to emerging events and trends.</p>
Operational Planning:	<p>Plan and prioritise workload on a daily, weekly and monthly basis and coordinate own responsibilities with those of departmental colleagues.</p> <p>Develop and publish a departmental timetable of HR activities and deadlines to enable effective collaboration with stakeholder groups.</p> <p>To ensure tasks are fully completed or otherwise identified to immediate line manager and/or HR Advisors as tasks requiring further investment of time.</p> <p>To ensure the operational workload is effectively managed to ensure HR service standards are adhered to.</p>
Service Provision:	<p>Collaborative development and implementation of the Trust's HR strategy.</p> <p>Providing solution focussed HR advice, support and training to Headteachers, School Business Managers, Line Managers and colleagues more widely within the Trust.</p> <p>Undertaking Trust wide HR project work including onboarding new schools joining the Trust and the associated TUPE processes.</p> <p>Support and facilitate consultation processes with staff and the JCNC.</p> <p>Responding to employee subject access requests.</p>



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	<p>Support the budgeting process by ensuring employee data is accurately recorded in the Trust's MIS, payroll and budgeting systems.</p> <p>Support staff development, training and appraisal activities.</p> <p>Provide schools with support and advice in the accurate application of Trust HR policies, including (but not limited to), recruitment, wellbeing, induction, probation, performance management, disciplinary, grievance, capability and staff sickness absence.</p> <p>Provide schools with onsite support and advice for complex HR cases, liaising with our legal advisors as necessary.</p> <p>Ensure all statutory and regulatory returns are submitted in accordance with external deadlines.</p> <p>Manage occupational health referrals.</p>
Service Development:	<p>To maintain an up to date understanding of all HR statutory requirements and best practice recommendations to guide and support service development activities.</p>
Staffing and Staffing Development:	<p>Working collaboratively with the executive leadership team:</p> <ul style="list-style-type: none">- develop and implement a strategic workforce plan.- Support the budgeting process by ensuring employee data is accurately recorded in the Trust's MIS, HR and budgeting systems.- Maintain accurate personnel and continuing professional development records.- Ensure opportunities for staff development are effectively prompted and monitored e.g. Apprenticeship Programme.
Recruitment / Deployment of Staff:	<p>Ensure job descriptions, person specifications and recruitment advertisements are aligned and reflect the school's and Trust's values.</p> <p>Oversee recruitment and selection activities across the Trust, ensuring processes are robust, fair, transparent and compliant with safer recruitment legislation, including pre-employment checks, offer letters, issuing contracts, on-boarding, induction and probationary periods.</p>



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Quality Assurance:	<p>To actively engage with the Trust's annual internal and external audit programmes.</p> <p>To implement departmental control procedures to review effectiveness of HR policies and procedures.</p> <p>To ensure contentious, complex and/or high value transactions are reviewed by the CFO prior to finalisation/completion.</p>
Communications:	<p>To ensure all communications with service users reflect the values of St Clare CMAT.</p>
Management of Resources (Other than People):	<p>To take responsibility for the safe use and safe keeping of all St Clare CMAT resources.</p>
Corporate Responsibility:	<p>To maintain compliance with all relevant St Clare CMAT policies and procedures, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.</p>
Other Specific Responsibilities:	<p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To attend all functions and meetings necessary to support the work of the job description, ensuring that the values of St Clare CMAT are exemplified in your attitude, language and behaviour.</p> <p>To be responsible for your own continuous professional development and participate fully in training and development opportunities or as a result of your performance management.</p>
General Statement:	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.</p>
Safeguarding:	<p>St Clare CMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable individuals and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
Date:	<p>16 June 2023</p>



ST CLARE
Catholic Multi Academy Trust

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