

## HR Manager

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Company: Elle Recruitment Limited

Location: London

Category: educational-instruction-and-library

### Main Duties

The organisation require a versatile, organised and motivated HR Manager to lead the smooth operation of people services and administration of HR in the newly formed and expanding Trust. This role requires the candidate to work with highly confidential and sensitive information. Associated duties include:

- Providing advice and guidance to staff on a range of HR related issues including keeping yourself up-to-date on employment matters.
- Managing employee relations caseload, including disciplinary, grievance and capability processes and assist managers to effectively manage staff.
- Manage the Single Central Register and lead safeguard checks including DBS processes
- Assisting Headteachers and senior leaders in implementing HR policies and procedures in line with Diocesan guidance, the Trust's business plan and ensure HR plans support both the needs of the Trust and the individual schools.
- Provide first line HR advice to line managers to ensure compliance with employment legislation, Trust policies and maintaining positive employee relations
- Ability to make decisions with rapidly changing priorities and provide leadership by example, inspiring and influencing others
- Ensure compliance checking across schools in the Trust, with regards to HR administration, policies and procedures including ensuring HR systems, files and procedure are kept up to date and accurate
- Assisting with onboarding new schools into the Trust and help maintain positive

relationships with schools

- Tracking and reporting on staff absences to Headteachers and the Trust. Liaising with external agencies such as occupational health, as and when appropriate
- Keeping track of the performance management system, and together with the Senior Leader responsible, chase outstanding documents from staff
- Manage the recruitment process
- Provide expertise and guidance in all areas affecting people including induction, learning and retention
- Manage payroll for the Trust to ensure the service complies with internal controls, statutory requirements and financial regulations
- Manage pension provision, which includes liaising with pension providers to ensure staff receive a good service. Ensure pension compliance; auto-enrolment and pension membership.
- Manage staff benefits provision; procurement and contract review.
- Provide regular reports to the COO and CFO on staffing and pay matters for budgeting purposes
- Line management of a HR Officer

Person Specification

- CIPD qualification Level 7 in HR or equivalent
- Relevant comprehensive HR experience at management level (within a school or trust setting would be desirable but not essential)
- Excellent attention to detail and high levels of accuracy
- Excellent literacy and numeracy skills
- A working knowledge of Microsoft Office Software, e.g. Excel and Word.
- Good planning, organisational skills and ability to work under pressure to meet deadlines
- Be able to establish and maintain effective working relationships with staff at all levels across the Trust whilst demonstrating a flexible approach and maintaining the confidentiality and sensitivity of information
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial
- Good communication skills within a variety of contexts (verbal, email, written)

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