



JOB DESCRIPTION

Job Title: Head of HR

Grade : GR6

Responsible to: Chief Operating Officer / CSEL / Board of Directors

Job Purpose: The post holder will be responsible to the Chief Operating Officer for the efficient and effective operation of the HR /ER function. Responsibilities centre on leading the HR department processes and driving people management strategies. This includes, coaching, mentoring and supporting staff members to identify their individual strengths and development needs, while championing an open, embracing culture of Diversity, Equity and Inclusion (DEI) throughout the organisation. Ensuring that the human resources programs and initiatives are implemented effectively and efficiently. Responsible for the supervision of the payroll function and the efficient operation of the monthly payroll.

The nature of the work requires close and productive relationships with colleagues within Finance, in Human Resources and the across the Multi-Academy generally, and with people in external organisations: consequently, good communication and team-working skills are vital.

Roles and Responsibilities

- The Head of HR will have a key role in the SJPIIMA and will have effective responsibility alongside the COO for the following:
 - HR administration
 - Payroll
 - Pension
 - ER
 - Other areas of work commensurate with the purpose of the post.
- The SJPIIMA are looking to recruit a Head of HR who will bring enthusiasm and drive to lead the development and consolidation of SJPIIMA HR administration through the next exciting stage of our growth.
- Working with the Chief Operating Officer / Catholic Senior Executive Leader, the post holder will lead on improving well-being, success and efficiency of the MAC, the people within an the communities we serve. Building an inclusive MAC, treating people fairly, responding to diversity and developing people for improved personal employability and the sustainability of the MAC.

- As part of this role the post holder will work closely with the Headteachers / Principals within the MAC to ensure compliance with appropriate procedures, provide advice and guidance on complex cases, upskilling staff as required for the growth and development of the MAC
- The post holder will be responsible for directing the work of HR team within the MAC
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Principal Accountabilities:

HR Management:

- Ensure all MAC policies and process relating to HR are reviewed and update in accordance with the MAC cycle. Creating people policies for statutory compliance and enabling the MAC to develop to an employer of choice
- Manage, monitor and review the service delivery within each school regarding HR, payroll and pension administration. Providing written reports for the COO /CSEL
- Ensure compliance with GDPR across all HR tasks within the MAC
- Ensure all administration related statutory reports and returns including census are completed and to the appropriate standards

Payroll and Pension Services:

- Ensure the correct pension contribution rate is utilised across the MAC, undertaking timely pension valuations
- Undertake the monthly payroll validation and checks with each appropriate school, working alongside the Finance Manager
- Ensure all EOY certificates are produced for Teachers pensions
- Ensure all Salary statements are produced annually
- Ensure all HR changes are recorded and processed correctly through the MAC systems.
- Ensure that every school within the MAC adhere to all HR related policies and procedures producing monthly reports on each school within the MAC.
- Review and amend HR related policy and procedures in accordance within the MAC cycle.
- Inform and advise the senior leaders on HR matters in order to identify trends and facilitate strategic decision making.
- Contribute to the due diligence and project management process for schools wishing to join the MAC for any HR / Administration aspects.
- Work with schools on the administration of all HR process including areas such as occupational health
- Ensure all HR related statutory reports and returns including workforce census and SCR are completed and to the appropriate standards.
- Monitor and evaluate the appraisal process across the MAC, reporting to the COO/CSEL.

Employee Relations

- Create people policies
- Dealing with complex cases
- Supporting the MAC through restructuring and change processes
- Ensuring engagement is maintained and managers act in a way that involves their staff
- Managing the relationship alongside the MAC SLT between the MAC, unions and the employee body
- Ensuring managers are upskilled to deal with people in a fair and effective manner

- Overseeing all people practices to ensure they are legally compliant

Business Planning:

- Contribute to the development and reviews of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the MAC.
- To manage special projects as required.

General responsibilities

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To participate in the operation of the MAC Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the MAC policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

People

- Overall responsibility for all employees within the MAC. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

Staffing

- Direct responsibilities for the MAC HR officers

Financial

- Ensure adherence to Academies Financial Handbook and the scheme of delegation

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder

of a relevant conviction caution or reprimand, may be managed in accordance with JPIIMAC Disciplinary Procedure.

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 omissions (failure to act). Full guidance regarding health and safety is set out in the JPIIMAC 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 must be observed.

Equality and Diversity

- John Paul II Multi Academy is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the MAC 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. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

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

Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the MAC they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
- This job description 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.

This job description may 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

Head of HR - Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Successful experience of working in a school or Academy HR Management role, or in a similar position working alongside schools e.g. LA or independent education sector or a consultant • Experience of managing large and complex business and administration functions; • Experience of developing and implementing systems and processes • Demonstrate situational decision making 	<ul style="list-style-type: none"> • Successful experience of working in a school or Academy management role and managing school administration, payroll and pensions • HR qualification • Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese • Experience of developing school or academies administration systems • Experience of managing a large team •
Skills and Abilities	<ul style="list-style-type: none"> • Excellent administration management and planning skills. • Ability to introduce and maintain effective and robust systems and processes • Ability to manage an SLA between central provision and individual schools • Outstanding communication skills; ability to communicate effectively at CSEL, Headteacher, senior staff and Trustees level and to liaise effectively with internal and external stakeholders, as well as Government agencies • Ability to analyse complex information and to offer sound, reliable professional advice • Commercial awareness and ability to achieve value for money within business and operations functions • Competent and confident in using Microsoft Office • Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines • Ability to work independently to tackle problems creatively and to think laterally. 	<ul style="list-style-type: none"> • Ability to interrogate school performance data and systems accurately and identify next steps for progress • Good negotiation skills • Ability to successfully manage initiatives for change • Experience of advanced Excel skill including the use of pivot tables and macros. • Experience of Powerpoint, publisher • Experience of marketing and branding • Receptive to new ideas and able to generate them • Knowledge of using educational HR packages.

	<ul style="list-style-type: none"> • Demonstrate ethical practices • Self-motivated and a good time manager. • Passion for learning • Value people 	
Personal qualities	<ul style="list-style-type: none"> • Motivation to work with children & young people / in an educational setting • Excellent numerical and verbal skills, understanding and application • Professional courage and influence • A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed • Must be proactive not reactive • Driving licence and use of own car • Ability to work inclusively • Ability to attend evening meetings as required. • Commitment to and belief in equality of opportunity for all • Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points. • Insight focused 	<ul style="list-style-type: none"> • Ability to cope resiliently with the responsibilities and demands of the post