



JOB DESCRIPTION

Senior HR Officer

Line Manager: Chief Finance and Operations Officer

Line Management Link: HR and Compliance Manager (HR support functions)

Purpose

To lead the HR function for the Oldershaw School, responsible for the operational HR activity taking place; providing clear and consistent guidance, professional support and advice to the Principal, CFOO, Senior Leaders and Trustees across the full range of HR activity. To work as part of the wider team to support HR activity across the Trust.

Key responsibilities

- Provide professional HR advice and work with senior leaders to move forward 'people issues' in the school, to support & drive HR improvements
- Manage and advise on complex employee relations cases, up to and including dismissal (e.g. disciplinary, grievance, absence, capability)
- Provide support & development to school-based HR colleagues, and to line managers across the staff body
- Resolve policy queries and other matters escalated from academy-based HR activities ensuring good practice and compliance in line with policy and legislation
- Develop strong relationships with the Trade Unions, leading consultation as appropriate
- Develop the Trust's employment terms and conditions to promote recruitment and retention
- Quality / consistency check the HR work / practice that takes place at school level
- Manage the recruitment of Senior Leaders, and ensure effective recruitment & selection strategies are implemented across the school
- Contribute to development of the Trust's annual HR plan, and undertake proactive HR work to deliver it
- Support / advise on restructures & change, including TUPE in / out
- Support structural reviews to ensure efficient staffing structures
- Lead on workforce equality and diversity across the Trust
- Lead on Gender pay gap reporting and requirements across the Trust
- Manage the Trust's external HR advisory contract
- Liaise with solicitors, advisors and external agencies as necessary
- Safeguard & promote the welfare of pupils/students through own actions and effective management of staff resources, policies & procedures, and in line with local & national protocols and statutory requirements

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the School
- Be proactive in terms of furthering knowledge and skills

- Ensure that the safety and welfare of students is always given priority
- Pay due regard to Health & Safety in respect of all members of the School and report matters which compromise this to the Buildings Manager
- Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

Signed (Post Holder) **Date**

Signed (Line Manager) **Date**