



Compass Education Trust Ltd

Job Description

Position:	Trust HR Manager
Responsible to:	Director of Finance and Business Operations
Grade:	Band 6, point 38-43
Hours:	21 hours per week, term time plus 5 weeks in the first instance. This position may be increased to a full time role in the near future.
Purpose:	To support the MAT Executive Team with the strategy and delivery of a highly efficient and commercial HR function. Including accountability for the relevant statutory framework.
Start Date:	As soon as reasonably possible.
Application Closing Date:	Friday 5 November 2021 at 09.00 am.
Interview Date:	Week commencing 8 November 2021.

Responsibilities:

- To lead the HR strategy for Compass Education Trust Limited to support the business strategy.
- To access advice and support to mitigate against risk in any HR related matters.
- To oversee the operation of the payroll function at each of the schools, ensuring that all deadlines are met and submissions are made on time to the relevant authorities.
- To act as the key lead to ensure all HR policies and procedures are up to date in terms of best practice and legislative changes.
- To produce appropriate reports for the central management team and the Board relating to HR matters.
- To ensure that effective controls are in place for maintaining the approved staffing establishment for the Trust.
- To personally lead on the resolution of complex sensitive or high impact HR matters.
- To shape organisational transformational programmes and leads on people related content.
- To look ahead to identify future business issues and identify HR solutions.
- To drive for continuous improvement in performance through people and organisational development.
- To line manage the HR and Payroll & pensions Administrators
- To provide HR input into organisational changes including the management of the TUPE process when schools join the Trust.



Compass Education Trust Ltd

Job Description

- To provide HR support throughout the process of schools joining the Trust, together with the Director of Finance and Business Operations and the Trust Compliance Manager
- To be responsible for the quality and accuracy of Trust HR databases and personnel records, including inputting data, leave records and overseeing the maintenance of the Single Central Record.
- To oversee the preparation of offer letters and contracts of employment.
- To ensure all employee files are complete and data has been verified.
- To ensure all current safer recruitment procedures are followed.
- To oversee the implementation of The Absence Policy, liaising with senior leaders in each school regarding absence concerns. Conduct absence reviews upon instruction from the CEO.
- To oversee each school's HR administration, with the support of the HR Administrators for example (but not exhaustive), job advertisements and recruitment process, offer letters, contracts of employment, absence reviews, initial point of contact for employees, liaising with CEO and senior leaders, regarding new employees.
- To ensure the submission of each school's workforce census is carried out in a timely manner
- To draft and maintain job descriptions, ensuring that all employees have an accurate and up to date job description.
- To liaise with the Trust Services & Compliance Manager, regarding all HR and employment related policies, to ensure that all practice is in accordance with approved policy.
- To liaise with all Trust schools in respect of HR payroll and pensions matters, offering advice and guidance as necessary.
- To support the CEO and Director of Finance and Operations in the efficient deployment of staff.
- Attend Trust and LGB meetings as required.



Compass Education Trust Ltd

Person Specification

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> • A well completed application form • At least two satisfactory references 	
Qualifications	<ul style="list-style-type: none"> • HR/Personnel qualification or similar accreditation 	<ul style="list-style-type: none"> • Certificate or Diploma in HR • Accountancy qualification
Experience	<ul style="list-style-type: none"> • Evidence of successful leadership and management of teams. • Knowledge and understanding of safeguarding strategy and legislation 	<ul style="list-style-type: none"> • Systems implementation • Excellent working knowledge of HR policies and procedures • Knowledge of Employment Law • Knowledge of legislation affecting payment of salaries, pensions and provision of benefits.
Professional Development	<ul style="list-style-type: none"> • Evidence of partaking in self development 	<ul style="list-style-type: none"> • Qualification in HR/Admin or equivalent experience
Skills	<ul style="list-style-type: none"> • Communicate effectively orally and in writing to a range of audiences • Good judgement in decision making; the ability to weigh up complex situations, sometimes under pressure, and decide on a course of action which prioritises the needs of the trust. • Places high priority on effective team working • The ability to manage a significant workload and prioritise responsibilities to maintain effectiveness • Excellent organisational and administrative skills, ensuring deadlines are met • Open-minded and receptive to new ideas, approaches and challenges • The ability to influence and motivate others to achieve a shared goal 	<ul style="list-style-type: none"> • Experience, knowledge, and understanding of PS Financials Software
Special Knowledge	<ul style="list-style-type: none"> • Understanding of Academies and MATs 	<ul style="list-style-type: none"> • Experience, knowledge, and understanding of Academies and MATs
Personal Attributes	<ul style="list-style-type: none"> • Calm and positive outlook on life • Open-minded and receptive to new ideas, approaches and challenges • Able and willing to work across sites. 	