



Job Title:	Head of Human Resources
Hours:	37.5 hours per week 52 weeks of the year
Reports to:	Chief Operating Officer
Salary Grade:	£54,900-£61,136 (MG2 1-5)

Job Purpose

The Head of Human Resources will play a key leadership role in supporting the central team and the senior leadership teams of all the schools with the trust. This role will lead the vision, strategy and provision of an efficient, effective and high quality professional HR management service capable of meeting all statutory, regulatory and corporate requirements and ensuring alignment with the activity of the organisation. The post also provides direct line management to the central HR team (currently two and moving to three HR advisors, and two HR assistants). The Head of Human Resources will have responsibility for building strong teams, developing these roles, and appointing other staff. This person will need to empower staff to fulfil their potential, enabling colleagues to develop and deliver a greater level of support for the schools.

Key Responsibilities

- Delivering a cohesive and effective HR strategy for the Trust.
- Developing and implementing HR management systems and processes to ensure HR information, policies and procedures are properly managed and implemented and best practice is shared across the team, and the wider Trust as required.
- To manage all aspects of recruitment of personnel, in line with 'Safer recruitment' practices and Trust policy.
- Provide a full spectrum of professional HR services including contract management, recruitment, retention and professional development for all Trust employees.
- To be the safeguarding lead for the Trust.
- Reporting to the Board of Trustees and its committees as and when required on aspects of operational and strategic HR matters.

Main Duties

- Directly oversee HR operations and strategy.
- Establishing policies that promote company culture and vision.
- Ensure the provision of accurate and timely advice and guidance to management at all levels on policies and procedures, pay, Terms and Conditions and employment legislation.



- Responsible for the formulation, implementation and review of all HR related strategies, policies and procedures.
- Collaborate with the COO and stakeholders in driving organizational vision, operational HR strategy, hiring needs, employee productivity
- Ensure effective recruiting, on-boarding, professional development, performance management, and retention
- Contribute to effective compliance and governance, including GDPR, and health and safety.
- Oversee Schools Single Central Registrars (SCR) with input from all relevant teams.
- Ensure performance management paperwork for teaching and non-teaching staff is collated. Track processes and ensure punctual completion. Provide line managers with relevant training in conducting of PM reviews, the setting of objectives and giving feedback.
- Build trusted relationships with key partners and stakeholders
- Maintain manual and computerised confidential personnel records, producing analyses of information and reports.
- Establish systems to promote communication within the organisation.
- Review and apply annual pay rises and increments as directed, also implement changes to pay from statutory, national or local pay agreements.
- Lead on redundancy and redeployment process, liaising with the relevant support agencies and supporting staff in preparing skills audits and seeking alternative employment.



Head of Human Resources- Person Specification

The successful candidate will be an experienced HR Manager or Head of Human Resources with a demonstrable track record of having delivered successful HR operations and strategy, ideally with a significant degree of change, in an organisation of significant scale and/or complexity. They will be a dynamic, proactive person, capable of inspiring teams, working across functions, and effectively navigating a complex stakeholder landscape. The successful candidate will be naturally collaborative and will act as a role model for AST values. They will ideally bring all or most of the following:

- Experience operating at HR Manager or Head of Human Resources or equivalent level, contributing effectively to wider organisational issues. This could have been gained in the private, public or third sectors.
- Experience of working within the Education sector, ideally within a multi-academy trust setting.
- Strategic thinker with demonstrable ability to initiate action to resolve problems; overcome barriers; exploit opportunities.
- Developed and delivered comprehensive operational HR strategy in a complex organisation.
- Experience of working in a variety of environments, demonstrating both sound judgement and independence of mind, as well as authority.
- Proven track-record in dealing with complex staffing issues, including grievances, disciplinary, etc.
- Experience in working with governance best practice and applying it in an operational HR context.
- Previous responsibility for managing human resources with excellent people skills and understanding of complex HR issues.
- Experience of implementing job evaluation schemes.
- Proven record of establishing productive working relationships and effective partnership working across internal and external networks.
- Experience in restructuring, re-deployment and redundancies.

SKILLS & QUALIFICATIONS

Qualifications/Professional membership

- Chartered membership of CIPD or equivalent experience.
- Degree qualification or equivalent in HR or Level 7 CIPD qualification or equivalent experience in a relevant discipline.
- 5 or more GCSE (or equivalent) at higher grade including Mathematics and English.
- A Level qualification in Mathematics and English.
- Evidence of continuing professional development.