

TRUST HR MANAGER

JOB DESCRIPTION

Job Title:	Trust HR Manager	Department/Group:	People Directorate
Level/Salary Range:	Grade I SCP 31 - 35	Reporting to:	Director of People
Contract term:	Permanent	Hours per week:	37 hours – all year round

Vision Statement:

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education.
- A caring and nurturing environment based on our Christian values.
- Recognising the unique nature of each child.

Main Objectives of Role:

- Developing, and overseeing the delivery of, a compliant, professional, efficient and effective HR services across all TBFT schools.
- Embedding HR best practice through oversight and leadership of HR policies, procedures and training.
- Analysis and reporting of workforce statistics, including exit interview data.
- Line management, motivation and development of the HR team.

Job Description:

Main Duties

- To support the operational delivery of the People strategy, identifying HR and resourcing priorities and recommending appropriate solutions which support the Trust’s aims and are within budgetary requirements.
- To provide advice to Trust leaders on all aspects of HR practice, developments & legislation; to facilitate strategic decision making; ensuring the Trust adheres to best practice and operates within the law, using appropriate external legal or professional advice where required.
- To support Trust and school leaders in the management of employee relations cases such as disciplinary, absence, capability, grievance and change management processes.
- To support the Director of People with due diligence, and ongoing process for new schools joining the Trust
- Contribute to risk management of HR and implement remedial strategies where necessary.
- To support with organisational change, such as TUPE, restructuring or redundancy.
- To lead, manage and develop the Trust HR admin team, undertaking one to one supervision meetings on a regular basis.
- Building HR skills and knowledge within the organisation, by supporting leaders and delivering training where required.
- Keep abreast of changing legislation and statutory requirements.

- Attend relevant professional development sessions, courses and events in order to ensure best practice across the Trust.
- To support the implementation and communication of HR policies in all schools.
- To support the completion of HR related statutory returns, such as workforce census and salary statements.

Employee Relations

- To ensure all practices and procedures are consistent, fair, accurate, transparent, and comply with employment law, Trust Handbook and Financial Regulations
- Providing first line professional, commercial, comprehensive, and timely advice to leaders and staff on a range of general HR queries such as sickness and other absence cases, capability disciplinary, grievance, performance management, redundancy, restructure, safeguarding, dignity at work, diversity, and equality.
- To ensure the schools have a proactive approach to absence management, providing day to day advice and support to managers including collating and interpreting timely sickness, authorised or unauthorised absence information/data.
- Work closely with the CFO/School Business Manager, Headteacher and Governors on resolving people led problems and issues by fully considering and putting forward a range of innovative solutions which meet business requirements whilst complying with policy, employment law and statutory regulations, Financial Regulations and Trust Handbook.
- Managing and advising on complex employee relations cases such as disciplinary and grievances, including attendance at hearings and undertaking investigations where needed, advising the Headteacher, senior leaders and liaising with legal support if required.
- Keep up to date with best practice HR, legislative changes and new developments and work closely with Unions to support continuous improvement in employee relations.

Resource Management

- Ensure that all recruitment and pre-employment related activity is conducted in line with current legislation, statutory obligations and agreed internal processes.
- Ensure the Trust is compliant with Single Central Record data requirements, DBS checks, Right to work in the UK documentation, and personnel files, ensuring records are reviewed and up to date and comply with Data Protection regulations and Trust policies.
- Provide support to the HR Administrator where necessary in respect of the recruitment process and the issue of employment contracts.
- Develop effective relationships with unions and professional organisations.

Induction, Performance Management, Wellbeing

- To support senior leaders to ensure new members of staff receive an appropriate induction and training for their role and to the school.
- To monitor the implementation of induction across the trust and the central team.
- To assist in the consistent application and monitoring of a performance development and pay/grading framework.
- To work with senior leaders in the implementation of the Trust wellbeing strategy to ensure staff feel valued, motivated and supported.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- Uphold and promote the Trust's vision.
- Uphold and promote the Christian ethos of all schools in the Trust.
- Support and contribute to the achievement of all students academically and pastorally.
- Support and contribute to the Trust's responsibility for safeguarding all students.
- Undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect.
- Share best practice, expertise and skills with others.
- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the CEO or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

March 2025

TRUST HR MANAGER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSEs or equivalent A*-C, including Maths and English at grade C or higher	E	
A-levels or equivalent		D
CIPD qualified	E	
Experience		
Proven experience of working within an HR function with experience of managing HR casework	E	
Successful experience of delivering HR advice and support to Senior managers	E	
Working within an educational environment or for at least 2 years		D
Experience of contributing to the development and implementation of HR policies in line with employment law	E	
Demonstrable experience of HR recruitment and selection procedures	E	
Demonstrable experience of absence management	E	
Experience of working with trade unions		D
Experience of line managing a high performing HR team		D
Knowledge		
Interest in keeping up to date with latest HR practices and legislation in schools and, where relevant, elsewhere	E	
Sound knowledge and understanding of key HR processes	E	
Excellent levels of literacy	E	
Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations	E	
Sound knowledge of FOI / Data Protection		D
High level of competency in using Microsoft applications and other software applications (esp. Outlook, Word, Excel, PowerPoint, SIMS, HRI systems)	E	
Personal Qualities		
Strongly self-motivated and emotionally resilient	E	
Exceptional levels of personal integrity, discretion, honesty, reliability, and self-awareness	E	
Strong intellect underpinned by a clear moral purpose, instinct and intuition	E	
Conscientious and diligent work ethic	E	
High standard of personal presentation with an excellent attendance and time-keeping record	E	

Exacting standards, with high levels of attention to detail and accuracy	E	
Able to work effectively as part of a team	E	
Ability to self-evaluate and reflect	E	
Ability to adapt to changing circumstances and new ideas	E	
Professional Dispositions		
Commitment to the Trust Christian ethos and educational purpose	E	
Creative, constructive, insightful, and innovative approach to problem-solving	E	
Willingness to take a hands-on approach as necessary	E	
Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions	E	
Flexibility, on occasions and within reason, in approach to working hours	E	
Evidence of learning beyond the workplace		D