

EXETER LEARNING ACADEMY TRUST



HR MANAGER



Creating our future together



Dear Applicant,

Thank you very much for your interest of the post of HR Manager at Exeter Learning Academy Trust. Our Trust was formed in January 2017 and currently consists of 4 good/outstanding primary schools with approximately 1290 children and 205 staff.

This post represents an exciting time of change for us as we develop the delivery of critical business functions across our Trust. This is one of 3 new posts that will create a team to support our leaders in running their schools. We are looking for individuals who are strong communicators and quick to form good working relationships with others. You will need to enjoy working in a fast paced and often unpredictable environment as well as having a high level of professionalism. As these are new posts, it will also provide an opportunity for you to shape the role to achieve its aims. We will expect our staff to be ready to help out in a school if needed and therefore you should also be friendly and able to relate well to children.

Our schools are all within 10 minutes of each other and situated in the vibrant city of Exeter which is easily accessible from the A38. Please contact pwoodbridge@elatschools.com if you would like to find out more about the post.

The closing date for completed application forms is 12 noon on Monday 1st February 2021. Interviews will take place on Monday the 8th February.

We hope that you are the kind of person who will enjoy working in this interesting and attractive City, with friendly staff and children. Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours faithfully,

Rachel Shaw
CEO



About Exeter



Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the south west for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle play host to a packed calendar of events and festivals throughout the year.



Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines



are just a short drive away.

With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



About Exeter Learning Academy Trust

Exeter Learning Academy Trust was formed in January 2017 from four schools working within the West Exe Learning Community. We work closely with Exeter Consortium and Teaching School Alliance and other schools and MATs within Exeter and beyond. The Trust has a clerk, CFO and CEO who all work across the Trust Schools.

Academy Governance

The Trust Board are responsible for setting the strategic direction of the Trust and consist of a range of professionals with business or education backgrounds. They have overall responsibility for ensuring that the Trust achieves value for money and areas of risk and compliance are managed.

Each school has a Local Governing Body comprised of parent, staff and community representatives. The Local Governors are given many delegated functions by the Trust Board and their role is to:

- provide advice to the Trustees on the functioning of their Academy;
- act as a key link between the Trust, parents and the Academy community;
- provide challenge and support to the Headteacher and other senior leaders regarding the quality of education and standards of attainment and achievement;
- oversee the financial performance of the Academy and make sure money is well spent, ensuring that the funds allocated are used only in accordance with the law, the Trust's Articles of Association, the academy Funding Agreement and the ESFA's Academies Financial Handbook;
- continually review the overall impact of the Academy; and
- assist with monitoring the implementation of statutory academy policies.

The Chairs of the LGBs meet at least termly to ensure strong communication between the different layers of governance and both the CEO and CFO attend LGB meetings periodically.

Academy Leadership

The Academy Leadership Team consists of the CEO, Headteachers and CFO and usually meets weekly. It is expected that staff appointed to the business team would attend these meetings on a fortnightly basis.

Academy Finance

School funding is a constant challenge within Devon but despite this, ELAT finances remain in a secure position and the Trust is able to maintain reserves at one month of operating costs (Approx. £488k). Due to the size of the Trust, we are required to submit bids for capital works annually. Many schools bid for this money each year making it very difficult to secure additional capital funding. Currently all Trust schools use iTrent for payroll and subscribe to Devon HR One services for personnel advice and support.

The future of the Academy

Despite the challenges presented by COVID-19 the Trust has made good progress in developing our governance and business model. We are always happy to work with other primary schools within the Exeter region and remain open to those wishing to join us.



JOB DESCRIPTION

Job Title	Human Resources Manager		
Location	Exeter Learning Academy Trust Schools		
Responsible to	CEO and Trust Board		
Job Terms	35 hours per week Term Time plus 3 weeks		
Post Number	ELAT007	Grade	F –SCP 24 to 38
Department	Business	Effective date of JD	15/01/21

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose including main duties and responsibilities:

- To take the operational lead across the core HR and payroll functions of the Trust supporting the CFO to ensure we have a legally compliant and professional service.
- Provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice and develop the Trust’s People strategy.
- Support the Headteachers in their Human Resource and payroll responsibilities working with them to resolve employee issues in a timely and constructive manner
- Provide advice and guidance on employment related queries for all staff, including maternity/paternity leave entitlement, pensions and payroll
- Maintain and develop up to date Academy and Trust HR policies
- Manage the Trust’s disciplinary, capability and grievance processes as required, to ensure that formal and informal processes are applied consistently and effectively, seeking specialist advice where appropriate
- Ensure all HR and payroll paperwork is recorded for audit purposes.
- Provide frequent periodical reports for the CEO, CFO Local Governors and Trustees
- To adhere to all safeguarding procedures and policies.

Recruitment and Safeguarding

- Ensure Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met. This includes agency staff, volunteers, contractors and governors.
- Update the Single Central Registers for all staff, to ensure they are maintained and developed according to statutory DfES and Ofsted requirements

Payroll

- Ensure all staff are paid on time, at the correct scale point and working hours.



- Liaise with our Payroll software provider and other outside agencies (Teachers’ Pensions, HMRC, Local Government Pension Scheme, etc.) Ensure all payroll paperwork and returns are actioned within the published time frames.
- Ensure all salary payments to staff are checked against the relevant pay scale and grade and recorded for audit purposes.
- Complete the monthly payroll reconciliation. Contribute to the production of the monthly salary journals
- Liaise with the CFO and Finance Manager when applying the appropriate costs code to staff contracts.

Absence management

- Develop and maintain the system for managing and improving staff attendance
- Monitor, analyse and report on staff sickness, and ensure that effective processes such as return-to-work meetings are correctly and effectively followed by staff and line managers to ensure improving attendance.
- Support line managers in taking appropriate preventative and reactive measures to ensure that absence is minimised
- Provide frequent periodical reports on absence statistics for Local Governors and Trustees

Administrative Systems

- Develop and maintain HR files in line with statutory requirements and according to best practice.
- Maintain and develop the school’s electronic HR systems, ensuring that staff database information held is accurate and up to date
- Produce and submit the annual School Workforce Census
- Oversee the staff appraisal system, ensuring that the process is effective in improving performance and that cycles are completed in a timely manner
- Provide anonymised appraisal reports for Local Governors and Trustees

Line Management

- Currently there are no line management responsibilities. If the Trust grows it is recognised the HR Manager would require the support of administrators whom they would line manage.

General

This role will require the individual to work at different schools throughout the week and therefore being able to drive will be essential.

The post holder will need to:

- Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Deal effectively and calmly with emergencies, should they arise
- Apply a strong sense of vision and commitment to customer service provision and quality assurance
- Have some limited flexibility with working hours to include supporting with recruitment or attending occasional governor meetings if requested.



- To work closely with the CEO, CFO and the schools Senior Leadership Teams disseminating information in timely and effective manner
- To develop effective relationships with staff, governors, and stakeholders
- To work closely with the administrative teams of all schools within the MAT.
- Attend regular meetings, submit reports and contribute to the Central Team.

At ELAT all staff are expected to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	



Person specification (all essential unless marked as desirable):

Experience

- Substantial administrative skills within an educational background (desirable)
- A broad knowledge and practical experience of HR and payroll, using this to influence decisions and communicate effectively to school leaders.
- Excellent task management skills for self and others – ability to meet tight deadlines
- Previous work in Primary schools (Desirable)
- Awareness of fraudulent practises
- Excellent IT skills including advanced knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint
- Proven ability to manage own time effectively
- Experience of drafting documentation for the approval of others
- Ability to solve problems and implement effective procedures
- Ability to assimilate large amounts of disparate information and to analyse and make judgements on complex subject matters
- Ability to communicate clearly and use appropriate language both orally and in writing
- Experience of servicing committees and taking follow-up action
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with staff at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele (Desirable)

Strategic Thinking

- Problem solver, strategic thinker and planner
- Ability to provide strategic advice to others

Education and Training

- GCSE English and Maths at Grade c or above or equivalent
- HR qualification (Desirable)
- Business Administration qualification (Desirable)

Equal Opportunities.

Staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties



The Application Process

Application forms:

Application forms and the recruitment pack are available from the Trust website.

If you wish to talk to us further about any of the roles, then please contact Pauline Woodbridge by email in the first instance: pwoodbridge@elatschools.com. Please email a contact phone number and we will call you.

Closing Date:

Please send completed applications directly to pwoodbridge@elatschools.com by 12 noon on Monday 1st February 2021. Applications received after this time will not be considered.

Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview and informed of requirements and timings on Wednesday the 3rd February 2021. References will be taken up and proof of identity and qualifications will be required.

Interviews:

Interviews will take place on Friday the 8th February 2021 and a decision about whether or not they can take place in person will be made closer to the date.

