

HR Manager

CANDIDATE PACK





About Us

Paradigm Trust (Paradigm) is a not-for-profit educational trust with schools in Ipswich and Tower Hamlets that are free and open to all.

Paradigm has a very simple ethos: to develop and sustain great schools where we can make the biggest difference to pupils. Our values are: Integrity – doing the right thing even when no one is watching; Excellence – enabling everyone to achieve more through education and Community – working together; learning from, and supporting, others.

Paradigm encourages parents/carers to support their children at home by encouraging learning, good conduct and high expectations. Each of our schools has an Academy Council which facilitates communication between the principal and parents/carers.

Paradigm is governed by a board of directors who delegate responsibility for the day-to-day operation and performance of the Trust.

Our vision:

To develop and sustain great schools where we can make the biggest difference to pupils.

Our values:

Integrity

Doing the right thing even when no one is watching.

Community

Working together; learning from, and supporting, others.

Excellence

Enabling everyone to achieve more through education.

HR Manager

JOB DESCRIPTION

Job Title: HR manager

This is a Trust-wide appointment, and the post holder will be required to move between the locations of the Trust's schools. The role will be based in the Trust's main central office (currently in Ipswich).

Responsible to: Director of HR, payroll and risk

Responsible for: HR team members

Pay: £53,163

School/Service: Central services

Role

The HR Manager will provide and promote a high quality, professional and efficient HR service to all stakeholders. Working at both an operational and strategic level, considering the short, medium and long term objectives

Purpose of Job Role

The HR manager is responsible for the efficient running of the HR team, ensuring that the team delivers an operational HR service that meets the organisation's needs and is in accordance with the Trust's strategic plan. The HR manager will support the Director of HR, payroll and risk in a variety of Trust-wide initiatives and projects. The HR manager will support the Director of HR payroll and risk and work closely with the Trust's external payroll provider to ensure the smooth delivery of a payroll service for the Trust.



HR Manager JOB DESCRIPTION CONTINUED

Key Duties and Responsibilities

- Line-manage members of the local HR team, including managing their performance, attendance, and leave arrangements.
- Support the HR Director with the recruitment of HR team members.
- Support the director of HR, payroll and risk to develop the HR team's capabilities to provide timely, proactive management information/analysis to inform decision-making.
- Manage the operational HR service, ensuring it meets the organisation's needs. This includes working with Principals and other internal stakeholders, and external organisations as necessary, to deliver effective:
 - Recruitment and selection, and staff induction processes;
 - Staff vetting to ensure suitability for working with children and young people;
 - Employment contract administration;
 - Advice on terms and conditions, and Trust HR policies (e.g. maternity, probation, leave);
 - Supporting and advising on the employee life cycle, including staff case work advice and management.
- Liaise with the external payroll provider to ensure a timely, accurate and efficient payroll service.
- Provide expert knowledge on teachers' pay and conditions, including The Burgundy Book.
- Provide expert knowledge on support staff pay and conditions, including The Green Book.
- Ensure accurate and timely updating of the HR MIS system. Work closely with, and support, Principals and other managers within the Trust to ensure the same.
- Work closely with the other HR team manager (and other stakeholders as appropriate) to ensure consistent, mirror HR systems across the Trust that are up to date, maintained, and fit for purpose. Ensure regular monitoring and timely responses to the hr@paradigmtrust.org inbox.
- Provide high quality advice and coaching to Principals and Service Heads on a variety of employment matters including contracts, staff recruitment and retention, staff management, and the implementation of employment policies and procedures.
- Oversee absence management, including reporting and recording processes and ensuring that the absence management process is followed.
- Ensure consistent employment vetting of all staff in accordance with KCSIE and Trust policies, and that the Single Central Record is accurate and maintained at all times, and is 'Ofsted ready'.
- Support the director of HR payroll and risk with internal and external HR, MIS and payroll audits.



HR Manager JOB DESCRIPTION CONTINUED

- Under the direction of the director of HR payroll and risk, provide a secretariat service to the Trust's JCNC.
- Ensure the provision of accurate, up to date, management information for the CEO, director of HR, payroll and risk, principals and service heads to enable them to plan effectively and make informed staffing decisions.
- Under the direction of the director of HR, payroll and risk, plan and deliver HR briefings and training to managers and HR staff. Oversee the administration, organisation, recording and quality assurance of training within the HR remit.
- Conduct job evaluations using the Trust's recognised job evaluation scheme for support staff, and provide advice to Principals and other stakeholders as relevant.
- Support the director of HR payroll and risk in a variety of Trust-wide initiatives and projects, which may include (but isn't limited to) policy development and writing, and drafting reports for Exco and directors.
- On occasion, the post holder may be required to deputise on specific issues for the director of HR, payroll and risk, such as attending Exco and directors' committee meetings.
- Coordinate and ensure preparation of the annual school staff workforce census, liaising with relevant internal and external departments/agencies as required.
- Ensure compliance with current employment law, HR best practice and Trust policies and procedures.
- Ensure all information is treated confidentially and have absolute discretion at all times

Equal Opportunities Statement

Adhere to the Trust's Equal Opportunities policies and ensure anti discriminatory practice at all times.

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

Child Protection

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.



HR Manager

PERSON SPECIFICATION

	Application	Interview / Selection Test
Qualification		
English and maths GCSE grade C/4 or above	•	
CIPD qualification or relevant experience	•	
Experience		
Experience in managing HR staff to achieve successful outcomes	•	•
Experience in managing complex employee relations issues and advising senior managers in a unionised environment	•	•
Experience in advising managers on HR policies, procedures, terms and conditions and best HR practice within a school setting	•	•
Experience in operating and managing HR management information systems and of using the system to extract and interpret management information/data (preferably iTrent)	•	
Experience in HR administration, including contract administration	•	
Knowledge and Understanding		
Knowledge of national and local terms and conditions of employment relating to schools, including STPCD, The Burgundy Book and The Green Book	•	•
Knowledge and understanding of payroll administration (desirable)	•	
Knowledge and understanding of employment law and HR best practices, and experience in putting these into practice successfully, within an education setting	•	•
Understanding of and commitment to equality and diversity issues within the workplace and experience if advising on the same	•	•
Demonstrate an understanding of safeguarding matters as they apply to HR, and advising on the same	•	•
Skills and Abilities		
Proven ability to build and maintain effective and credible working relationships with a wide variety of stakeholders at all levels		•
Excellent influencing and interpersonal skills. Excellent verbal and written communication skills	•	•
Physical and emotional resilience; able to work accurately under pressure, prioritising and managing unpredictable and variable workloads using strong leadership skills.	•	•
Excellent problem solving skills with the ability to negotiate effectively and reach swift conclusions in the best interests of the Trust and employees whilst mitigating risks	•	
Ability to analyse situations and exercise independent judgement		•
Good level of IT skills (particularly Google based systems) and sound understanding of HR systems and best practice	•	
Additional		
A good appreciation of the need to maintain strict confidentiality	•	
Proven commitment to own professional development and keeping up to date with HR practices	•	•

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HOW TO APPLY

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Rebecca Beach at Academicis, our recruitment partner, on rbeach@academicis.co.uk or by phone on 07825 346535 / 01223 907979

Closing date: Monday 13th January 2025

Shortlisting: Tuesday 14th January 2025

Interviews: w/c 20th January 2025