



Senior HR Manager and Central Admissions Coordinator

Grade 8

Job Description & Person Specification

Job Description for Central Senior HR Manager and Admissions Coordinator

Grade: Emmaus Catholic MAC Pay Scales
Grade 8 (SCP 24 - 27)
£34,411 - £37,309 per annum (pro-rata for weeks worked)

Line Manager: MAC Senior Accountant

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

The post holder will report to the MAC Senior Accountant with day-to-day responsibility to the Senior Leadership Team centrally, to ensure the MAC delivers operational excellence in all matters relating to people management and school admissions.

To support Emmaus schools in managing HR casework and processes in line with statutory guidance, employment law, and the MAC's values, as set out in our policies and best practice guidance.

This role is advisory and will support line managers and Principals in addressing employee relations matters appropriately, ensuring fairness and consistency in line with MAC policies.

Work under own initiative to ensure workload is prioritised and efficiently completed.

The role involves working closely with the CEO, CFOO (Chief Finance and Operations Officer), Principals, Senior Central Leadership Team and School Business Managers / Business Partners, under the direction of the MAC Senior Accountant.

Working with the External HR Partner the post-holder will assist the Schools, taking responsibility for HR administration within the MAC (Secondary and Primary sites) undertaking duties across a range of HR activities including recruitment, data management and reporting, compliance and general HR administration.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work Monday to Friday, 37 hours per week 9.00am – 5.00pm. Weeks worked All Year Round 52.143 weeks

PLACE OF WORK

The postholder will be based at the central offices at the Waterfront, Brierley Hill. The postholder will be expected to work between Emmaus Schools and the Central Office as directed by the MAC Senior Central Leadership Team. Therefore, the role will have an expectation for travel between the sites.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Main Duties and Responsibilities

Recruitment and Induction

- To co-ordinate the advertisement of vacancies, to both internal and external candidates, working with school staff to publicise available roles.
- To develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate.
- To oversee the recruitment process, including obtaining references, recruitment checks including DBS, and communicating timeframes to all involved and sending out the necessary information at each stage.
- To prepare materials for interviews, including collating interview questions, requesting tasks from department heads and liaising with hiring managers where appropriate.
- To ensure safer recruitment policies and procedures are followed.
- To oversee that the onboarding/offboarding checklist process, communicating with departments on starters and leavers to ensure they are aware of requirements, including the requirement for hiring manager to complete exit interviews.
- To follow the probationary policy, ensuring that staff probationary reviews are being undertaken by the line managers in a timely and effective manner.
- To keep an accurate record of probationary reviews.
- To manage and update the MAC MIS information system (Arbor) for starters including uploading of the recruitment paperwork to the new starter record, working alongside the School Business Manager to consider future developments.
- Sharing the recruitment detail required for the Single Central Record to the school to update locally.
- Preparation and quality assurance of contractual documentation, working with the external payroll provider to ensure the contracts are in line with the Catholic Education Service templates.
- Oversee robust induction processes to embed new staff into the MAC's culture and safeguarding expectations.
- Assist where necessary with contract variations and leaver processes by working with external payroll provider.
- Keeping records in accordance with the record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To complete frequent Single Central Record Audits across all Emmaus locations, compiling an annual schedule of repeat monitoring ensuring that all Emmaus SCRs are compliant with the most recent KCSIE guidance. Any non-compliance should be reported to the Principal/CEO as applicable. To attend Ofsted inspections to support school staff during safer recruitment scrutiny, including the SCR. To deliver training on SCR completion to relevant stakeholders.

Absence Management

- Oversee the accurate and timely recording of staff absences across relevant systems (e.g. Arbor, PIMs), ensuring schools are accurately recording absences, spot checking the data integrity and compliance with MAC policies.
- Coordinate and provide guidance to leaders and staff on all leave entitlements or eligibility for discretionary leave; including sickness, annual leave, maternity, paternity, adoption, and parental leave, in line with MAC policies and statutory requirements.
- Liaising with schools to ensure the preparation and issue of key documentation, monitoring key dates and ensuring all required paperwork is completed, signed, and securely stored on the employee record.
- Support and guide leaders in applying absence management procedures, including monitoring thresholds, and advising on next steps in line with MAC policy.
- Checking schools are following the absence management process and raising any concerns of non-compliance with the MAC Executive team.
- Contribute to the development of consistent and proactive absence management practices, identifying trends and supporting wellbeing initiatives.

HR Duties and Responsibilities

- Policy Management – write and/or update relevant MAC HR policies in line with CES/BDES and/or statutory changes.
- Act as a point of contact for HR queries, providing accurate advice and support to line managers, Principals, and employees, encouraging best practice in line with MAC values and referring as necessary to the MAC external HR consultant.
- Supported by the MAC External HR provider, provide competent advice and guidance to employees and managers on HR casework, including disciplinary, capability, probation, absence management, and other employee relations issues, ensuring adherence to statutory guidance, employment law, and Trust policies.
- Support investigating officers to carry out disciplinary investigations effectively and in line with procedures.
- Coordinate & support the management of employment relations cases, including disciplinary, grievance, capability, and absence-related matters, SARs, ensuring compliance with MAC policies and employment law.
- Provide advice, guidance and administrative support to leaders and managers throughout the case management process, including preparation, investigation, hearings, and outcomes.
- Ensure accurate and timely documentation is produced and maintained for all ER cases, including letters, meeting notes, and outcome records.
- Monitor ER case activity and timelines, ensuring key stages are completed promptly and escalating concerns where necessary.
- Support managers with informal and formal capability concerns, probation extensions.
- Check schools are maintaining accurate and confidential HR records and personal files using electronic systems as per the MAC policy.
- To ensure colleagues and line managers are sign posted to the relative policies and procedures as required.

- Organise and minute informal and formal HR meetings, where necessary (e.g., disciplinary, grievance, capability), ensuring high-quality, accurate, and confidential records.
- Provide accurate data and information to support statutory returns and audits, including Pensions, DfE and payroll.
- Deal with queries from staff and external stakeholders, responding appropriately or referring to relevant colleagues.
- To ensure that each school has a training log detailing all statutory training and dates completed by all Emmaus staff.
- To complete frequent checks of school/central team training and policy logs to ensure that all statutory training has been completed and to monitor and follow up to ensure outstanding actions are completed and that all settings are fully compliant.

School Admission Management

- To support and co-operate between the Birmingham Catholic Diocesan Education Service (BDES) Admission Lead and the schools to ensure the provision of an effective and efficient admissions service.
- To act as the central contact between the BDES and the school admissions office, providing advice to the Principal and School Business Managers / Partners on admissions, statutory consultation and appeals policy supporting the school admissions and appeals policy.
- To maintain accurate records in accordance with BDES requirements, ensuring school compliance and maintenance of relevant systems.
- Provide advice and guidance verbally and in writing, liaising with the BDES on behalf of Emmaus schools.

General

- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be familiar with and support the School/MAC's policies and procedures.
- Contribute to the overall ethos of the School and MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive

approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for MAC Senior HR Manager Grade 8

Task	Essential	Desirable
Qualifications and Training		
Educated to degree level or equivalent to include G.C.S. E's 4 and above in Maths & English, or equivalent.	✓	
Additional relevant professional and/or academic qualifications, such as CIPD.	✓	
Very good numeracy, literacy and ICT skills.	✓	
Knowledge and Experience		
Able to communicate effectively with a wide range of people.	✓	
Able to process documentation using Microsoft office application or similar.	✓	
Able to accurately enter/retrieve data information from information systems/databases.	✓	
Able to prioritise work to meet conflicting deadlines.	✓	
Knowledge of HR casework and employment law	✓	
Knowledge of legislation that governs safer recruitment in education.	✓	
Understanding of national terms and conditions of service and pay related to employees within an education setting.	✓	
Experience of ensuring appropriate escalation and delegation with clear accountabilities across the organisation.	✓	
Experience of working in a fast-paced Environment.	✓	
Experience of managing employee relations casework.	✓	
Experience of participating in team and working on own initiative.	✓	
Experience of using HR/recruitment systems	✓	
Experience of working within an education setting		✓
Ability to apply numeric and thorough analytical skills in order to produce accurate, timely and meaningful information.	✓	
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Able to persuade, motivate, negotiate and influence	✓	

Ability to challenge constructively and effectively	✓	
To work flexibly to meet the needs of the MAC.	✓	
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	✓	
Subscribe to the ethos of the MAC and go the extra mile in terms of time and commitment to get the very best for the pupils.	✓	
Committed to safeguarding and welfare of all pupils.	✓	
Driver, own car.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

