

Job Title: Head of Human Resources (HR)

This role is a key position within the extended Senior Leadership Team of Berkshire Maestros and will enable you to become involved in both operational and strategic aspects of the HR function. The organisation will give you the opportunity to learn new skills and further your HR knowledge during an exciting time for the company.

The Business

Maestros is a charitable trust and the lead organisation of the Berkshire Music Education Hub (BMEH). Each week during the academic year, Maestros provides high quality music education opportunities for children and young people (CYP) across Berkshire. Nearly 6,000 students receive instrumental and vocal lessons in schools or at one of the numerous music centres located across the county. Maestros also provides opportunities for students to participate in a variety of orchestras, bands and choirs ranging from beginner to advanced groups and offers a comprehensive range of musical services to all ages, including Early Years and adults. Maestros aims to ensure that a wide variety of musical opportunities is available to children, members of the wider community and music practitioners across the sector.

Some aspects of the hub's provision are externally funded (e.g. through the annual DfE grant), enhanced further by revenue from parents, charitable trusts, commercial sponsorship, fund-raising and from support from voluntary and community organisations. Maestros serves the five Unitary Authorities of Reading, West Berkshire, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead. Maestros has nearly 100 contracted employees across teaching and administrative roles and works with a further 60 self-employed contractors.

Vision

All children and young people in Berkshire will experience an inspirational, high quality musical education.

Primary Job Purpose

To provide a full and effective HR service to internal and external stakeholders and act as a first point of contact for all HR enquiries for the organisation and all staff

Accountable to: The CEO; reporting to Director of Business Operations

Principal Responsibilities:

- Provide a comprehensive HR service for all line managers
- Manage all employee matters relating to, for example, absence, sickness etc providing guidance and support on disciplinary, capability and grievance procedures
- Oversee the employee counselling service (EAP)
- Review policies, procedures and processes in line with current legislation and employment law, implementing changes where necessary
- Ensure all staff understand and implement policies and procedures
- Coach line managers to be confident and effective with low level disciplinary and competence issues
- Manage all aspects of employment contracts advising other senior managers as required
- Manage annual appraisal procedures, following up on performance, personal development plans and pay reviews
- Implement the staff training and continual professional development programme delivering relevant training as required
- Facilitate the full recruitment activity life cycle for the organisation
- Be responsible for staff DBS clearance and Child Safeguarding (DSL)
- Provide confidential administrative support within the Senior Management Team
- Line manage, lead, mentor and motivate a team of assigned staff, holding them accountable in line with BM policy
- Take responsibility for key aspects of the leadership and management responsibility of the music service as required,
- Undertake any other duties commensurate with the post that may be assigned by the CEO

Key Requirements:

The post-holder must :

- Be educated to degree level is preferable with professional membership of CIPD or equivalent qualification preferred (at least intermediate level 5)
- Experience or knowledge of an educational working environment preferred/useful
- Have a proven track record of leadership capability with previous experience in a stand-alone role
- Evidence a forward thinking attitude and proactive approach to continual learning
- Have a strong and accurate understanding of current employment legislation and its application
- Demonstrate ability to maintain confidentiality and act with discretion and diplomacy
- Have exceptional inter-personal, organisational and communication skills with excellent attention to detail and effective decision-making
- Share and be committed to Berkshire Maestros Core Values demonstrating values-based leadership and modelling the overarching leadership competencies in all areas of work

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the business.

Benefits include:

- An opportunity for an experienced professional to further your skills and take your career to the next level
- Competitive remuneration dependent on skills, experience and qualifications; salary guide in the region of £40k FTE
- This is a full-time contracted position
- Pension
- Large team of professional and collegiate staff
- Holidays: 25 days plus bank holidays
- Working Hours: 37.5 hours pw Monday to Friday (over a 52 week year); you may occasionally be required to work additional hours during periods of increased workflow (e.g. weekend/evening attendance at key events representing the SMT)

Berkshire Maestros Core Values

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our colleagues
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.