



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



Application Pack

Senior HR Advisor

HR Advisor

Welcome

Dear Applicant,

On behalf of the Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) , I extend to you a very warm welcome and thank you for expressing an interest in these vacancies which have arisen following the creation of a centralized HR service for the Trust.

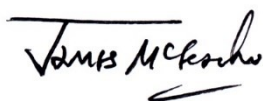
From 1st September 2018 the Trust will be a family of 21 schools - 4 secondary and 17 primaries aiming to provide a first class Catholic education for all our students, who come from across Nottinghamshire and the city of Nottingham.

First and foremost we are a Catholic organization. Consequently, we will set everything we do within Christian values and look to follow the example of Christ in all our work. We are very happy to accept applications from people of all faiths and none. However there is a requirement that all postholders within the Trust will support the values of our Catholic schools in all aspects of their work for the CMAT.

These three vacancies offer wonderful opportunities for the appointees to take their careers to the next level. As part of a small central team the successful candidates will work closely with me, in my role as CEO, the Director of HR (who is working across the 4 CMATS which cover the Diocese of Nottingham) and the HR Manager for Our Lady of Lourdes and will be expected to make a positive contribution to the overall development of the Trust.

Thank you again for your interest in these posts. I wish you every success in your application.

Yours sincerely,



James McGeachie

CEO designate, Our Lady of Lourdes Catholic Multi-Academy Trust

Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the posts of Senior HR Advisor and HR Advisor at Our Lady of Lourdes Catholic Multi-Academy Trust. This is an exciting opportunity to join a friendly and enthusiastic new team and I have pleasure in enclosing details of the posts.

The HR team

Responsible to the CEO for Our Lady of Lourdes Catholic Multi-Academy Trust and the HR Director who will be working across the four CMATS within the Diocese of Nottingham, the HR team for Our Lady of Lourdes will comprise:

HR Manager
Senior HR Advisor (advertised post)
HR Advisor (advertised post)
2 x HR Assistants

The location for the HR team has yet to be formally agreed but the preferred location is the King's Meadow Campus of The University of Nottingham.

Working pattern and flexibility

Although the vacancies have both been offered on a full-time, all year round basis there may be some flexibility regarding working hours, subject to the Team being able to meet service delivery needs. Candidates who are seeking to work on a more flexible basis (ie part-time or term-time plus a specified number of weeks) are therefore warmly encouraged to apply. Please make your preferred working pattern clear in your application.

These new posts, within an expanded HR team, offer an excellent opportunity for the appointees to develop their HR careers. The Trust is committed to providing excellent CPD opportunities for all staff and the roles will allow the person appointed to gain experience in the full range of HR duties.

If you would like to discuss either of the roles please contact me on 0115 982 4280 ext 4433 or by email hr@sncat.co.uk

I look forward to receiving your application—please see the How to apply section for further details.

Yours sincerely



Di Maxwell (Mrs)

HR Manager

Our Lady of Lourdes Catholic Multi-Academy Trust

Job Description: Senior HR Advisor

Reporting to:	HR Manager
Liaising with:	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES, Trade Unions and suppliers
Grade/Salary:	Band 5 (Scale point 26-30), £23,866-£27,358 pa
Hours of work:	37 hours per week , all year round (with some possible flexibility)

Core Purpose:

To support and assist the HR Director (HRD) and HR Manager (HRM) and deputise in the absence of the HRM in providing a forward thinking, responsive and professional service ensuring the Multi-Academy Trust (MAT) remains compliant at all times with employment law, health and safety, conditions of service, teacher standards, policies/procedures, Bishop Memorandum and best practice.

Specific areas of responsibility and key tasks:

Employee Relations (ER) Advice and Guidance

To provide telephone and e mail advice and support to all academies within the Trust on capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness and other absence cases and escalate as necessary to the HRM.

To identify the need and attend on site visits to individual academies relating to informal and formal disciplinary, capability, grievance, sickness absence cases and hearings, to advise the head teacher, SLT and/or panel.

To manage and provide support on the HR helpdesk service to all academies within the MAT, ensuring compliance with employment law and provision of consistent advice.

To ensure that the Trust has 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. To support return to work meetings as required by Head Teachers, to advise on occupational health recommendations, stress risk assessments, trigger points, phased returns and reasonable adjustments.

To liaise with the HRM and Head Teacher regarding case and risk management to ensure a successful outcome.

To support the effective administration of the associate pool of professionals for example investigations/mediation, ensuring they have access to relevant policies and procedures, determining terms of reference, ensuring indemnity insurance and CV's and by facilitating the availability of associates as required by academies.

HR Training and Development

To develop and facilitate a HR training and development programme for Head Teachers, senior leaders, managers and governors including the delivering of workshops on managing absence, performance management, capability and disciplinary.

To support the professional development of academy based staff to ensure that they carry out their roles effectively and in line with best practice and employment law by providing coaching.

Job Description: Senior HR Advisor

HR Policies, Procedures and Management Toolkits

- To proactively support the HRD and HRM with the drafting and/or updating of HR policies, procedures and ensure templates are distributed for use across all academies within the Trust.
- To ensure updated HR policies, procedures and management toolkits are available for the Trust in line with the review cycle and changes in employment law.
- To review and update the Trust pay and reward policy with the HRM to ensure that it is updated in line with the review cycle and available to all academies.
- To ensure HR policies and procedures are cascaded and available to all members of staff as part of their induction and at staff or Trust training events.

Compliance

- To assist in the delivery and monitoring of the HR Service Level Agreement (SLA) and Key Performance Indicators (KPI's) to ensure value for money.
- To assist in the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies e.g. workforce census.
- To assist with ensuring that the Trust complies with its statutory responsibilities for reporting on HR and employment matters e.g. gender pay gap reporting, equality impact assessments, academies handbook and competency framework, teacher misconduct case referral to the National College for Teaching and Leadership (NCTL).
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).
- To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of young people.
- To assist with the monitoring of the HR budget.
- To assist with the availability of accurate workforce data (succession planning, staff turnover, absence, gender, ER cases) for Head teachers and the NRCDES.

Induction, Talent/Performance Management and Wellbeing

- To support senior leaders to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/Trust community.
- To assist with the development of a talent/performance management programme including ensuring teaching and support staff have access to high-quality training and continued professional development.
- To assist the HRM in the delivery of wellbeing initiatives, to ensure staff feel valued, motivated and supported to provide outstanding educational standards.
- To assist in the consistent application and monitoring of a performance management and pay/grading framework across all academies within the Trust.

Recruitment and Retention

- To assist with the interview and selection design process for the recruitment of new staff.
- To support the HRM and senior leaders with the recruitment process, such as facilitating interviews and fair selection methods for the recruitment of staff to Deputy Head Teachers, Assistant Head Teachers and other posts.
- To discuss and ensure robust Disclosure and Barring Service (DBS) disclosures and other pre-employment checks working with senior leaders at individual academies to meet safeguarding requirements.

Person Specification: Senior HR Advisor

A Training and Qualifications	Essential	Desirable
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y	
CIPD qualification at Level 5 or above with at least Associate Membership of CIPD	Y	
Commitment to ongoing professional development	Y	
B Experience	Essential	Desirable
A minimum of five years' experience working within a HR function	Y	
Previous experience of managing HR teams and deputising for senior HR professionals	Y	
Previous experience of working/providing support in a HR function in an educational setting		Y
Successful experience of delivering HR advice and support to senior managers	Y	
Demonstrable experience of HR recruitment and selection procedures	Y	
Experience of contributing to the development and implementation of HR policies in line with employment law	Y	
Familiarity with operating CES procedures		Y
Experience of working with trade unions	Y	
C Professional Knowledge and Skills	Essential	Desirable
Evidence of continual professional development	Y	
In depth knowledge of current employment law	Y	
Knowledge of performance management systems and pay/grading frameworks		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Knowledge of Ofsted, DfE and academy legislation		Y
Knowledge of national and local conditions of service within an education setting		Y
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning and organisation skills	Y	

Person Specification: Senior HR Advisor

D	Personal Attributes	Essential	Desirable
	Willingness to support Catholic life in schools	Y	
	Emotional resilience	Y	
	Ability to self-evaluate and reflect	Y	
	Able to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

E	Safeguarding	Essential	Desirable
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

Person Specification: Senior HR Advisor

D	Personal Attributes	Essential	Desirable
	Willingness to support Catholic life in schools	Y	
	Emotional resilience	Y	
	Ability to self-evaluate and reflect	Y	
	Able to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

E	Safeguarding	Essential	Desirable
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

Additional note:

This post will involve frequent travel between the Academies within the CMAT so it is also an essential requirement that applicants have a valid UK driving licence and the use of their own transport for business use. Mileage rates for using your own vehicle from the office location to school visits will be paid at the HMRC prevailing rate which is currently 45p per mile for the first 10,000 business miles in a tax year.

Job Description: HR Advisor

Reporting to:	HR Manager
Liaising with:	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES, Trade Unions and suppliers
Grade/Salary:	Band 4 (Scale point 21-25), £20,541-£23,111 pa (full-time equivalent)
Hours of work:	37 hours per week, all year round (with some possible flexibility)

Core Purpose:

To support and assist the HR Director (HRD) and HR Manager (HRM) in providing a forward thinking, responsive and professional service ensuring the Multi-Academy Trust (MAT) remains compliant at all times with employment law, health and safety, conditions of service, teacher standards, policies/procedures, Bishop Memorandum and best practice.

Specific areas of responsibility and key tasks:

Employee Relations (ER) advice and support

To provide telephone and e mail advice and support to all academies within the Trust on capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness and other absence cases and escalate as necessary to the HRM.

To attend on site visits to individual academies relating to informal and formal disciplinary, capability, grievance, sickness absence cases and hearings, to advise the head teacher, SLT and/or panel.

To manage and provide support on the HR helpdesk service to all academies within the MAT, ensuring compliance with employment law and provision of consistent advice.

To ensure that the Trust has 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. To support return to work meetings as required by Head Teachers, to advise on occupational health recommendations, stress risk assessments, trigger points, phased returns and reasonable adjustments.

To liaise with the HRM and Head Teacher regarding case and risk management to ensure a successful outcome.

To support the effective administration of the associate pool of professionals for example investigations/mediation, ensuring they have access to relevant policies and procedures, determining terms of reference, ensuring indemnity insurance and CV's and by facilitating the availability of associates as required by academies.

Job Description: HR Advisor

HR Training and Development

To assist with the development and facilitation of a HR training and development programme for Head Teachers, senior leaders, managers and governors including the delivering of workshops on managing absence, performance management, capability and disciplinary.

To support the professional development of academy based staff to ensure that they carry out their roles effectively and in line with best practice and employment law.

To provide support to members of staff considering retirement by identifying and signposting staff to relevant courses and information.

HR Policies, Procedures and Management Toolkits

To support the HRD and HRM with the drafting and/or updating of HR policies, procedures and ensure templates are distributed for use across all academies within the Trust.

To ensure updated HR policies, procedures and management toolkits are available for the Trust in line with the review cycle and changes in employment law.

To review and update the Trust pay and reward policy with the HRM to ensure that it is updated in line with the review cycle and available to all academies.

To ensure HR policies and procedures are cascaded and available to all members of staff as part of their induction and at staff or Trust training events.

Compliance

To assist in the delivery and monitoring of the HR Service Level Agreement (SLA) and Key Performance Indicators (KPI's) to ensure value for money.

To assist in the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies e.g. workforce census.

To assist with ensuring that the Trust complies with its statutory responsibilities for reporting on HR and employment matters e.g. gender pay gap reporting, equality impact assessments, academies handbook and competency framework, teacher misconduct case referral to the National College for Teaching and Leadership (NCTL).

To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).

To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of young people.

To assist with the monitoring of the HR budget.

To assist with the availability of accurate workforce data (succession planning, staff turnover, absence, gender, ER cases) for Head teachers and the NRCDES.

Job Description: HR Advisor

Induction, Talent/Performance Management and Wellbeing

- To support and assist senior leaders to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/Trust community.
- To assist with the development of a talent management programme including ensuring teaching and associate staff have access to high-quality training and continued professional development.
- To assist the HRM in the delivery of wellbeing initiatives, to ensure staff feel valued, motivated and supported to provide outstanding educational standards.
- To assist in the consistent application and monitoring of a performance management and pay/grading framework across all academies within the Trust.

Recruitment and Retention

- To assist with the interview and selection design process for the recruitment of new staff.
- To support the HRM and senior leaders with the recruitment process, such as facilitating interviews and fair selection methods for the recruitment of staff to Deputy Head Teachers, Assistant Head Teachers and other posts.
- To discuss and ensure robust Disclosure and Barring Service (DBS) disclosures and other pre-employment checks working with senior leaders at individual academies to meet safeguarding requirements.
- To review and verify employment offer letters and contracts on behalf of all academies within the Trust.
- To review and verify requests for variation and other employment contractual changes.

Person Specification: HR Advisor

A Training and Qualifications	Essential	Desirable
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y	
Level 5 CIPD qualification and at least Associate Membership of CIPD	Y	
Commitment to ongoing professional development	Y	

B Experience	Essential	Desirable
Experience working within a HR function		Y
Previous experience of working/providing support in a HR function in an educational setting		Y
Successful experience of delivering HR advice and support to senior managers		Y
Demonstrable experience of HR recruitment and selection procedures	Y	
Experience of contributing to the development and implementation of HR policies in line with employment law		Y
Familiarity with operating CES procedures		Y
Experience of working with trade unions		Y

C Professional Knowledge and Skills	Essential	Desirable
Evidence of continual professional development	Y	
In depth knowledge of current employment law	Y	
Knowledge of performance management systems and pay/grading frameworks		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Knowledge of Ofsted, DfE and academy legislation		Y
Knowledge of national and local conditions of service within an education setting		Y
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning and organisation skills	Y	

Person Specification: HR Advisor

D	Personal Attributes	Essential	Desirable
	Willingness to support Catholic life in schools	Y	
	Emotional resilience	Y	
	Ability to self-evaluate and reflect	Y	
	Able to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

E	Safeguarding	Essential	Desirable
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

Additional note:

This post will involve frequent travel between the Academies within the CMAT so it is also an essential requirement that applicants have a valid UK driving licence and the use of their own transport for business use. Mileage rates for using your own vehicle from the office location to school visits will be paid at the HMRC prevailing rate which is currently 45p per mile for the first 10,000 business miles in a tax year.

Information for Applicants

How to apply

If you wish to apply, please either email your completed application form to me at hr@sncat.co.uk.

Please ensure that your application contains the following:

- Details of your preferred working pattern
- A clear indication of the post for which you are applying
- Email addresses for all your referees (who must know you in a professional capacity)
- Full details of all your academic qualifications including all subjects taken at GCSE/A Level together with grades obtained and where applicable class of degree.
- The completed separate Rehabilitation of Offenders Disclosure Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date of **Monday 16 July 2018 (9am)**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place on Thursday 19 July 2018. Please assume that if you have not heard from me before this date, that unfortunately on this occasion your application has not been successful.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Our Lady of Lourdes Catholic Multi-Academy Trust

On 1st September 2018, the Our Lady of Lourdes Catholic Multi-Academy Trust will bring all of the 21 Catholic schools located in Nottingham City and Nottinghamshire together in a partnership, which will ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Our Lady of Lourdes CMAT:

Primary Schools

Holy Cross, Hucknall
The Good Shepherd, Arnold
Sacred Heart, Carlton
St Margaret Clitherow, Bestwood
Holy Trinity, Newark
St Patrick's, Mansfield
St Joseph's, Shirebrook
St Joseph's, New Ollerton

Blessed Robert Widmerpool, Clifton
Our Lady & St Edward's, St Anne's
St Patrick's, Wilford
St Edmund Campion, West Bridgford
St Teresa's, Aspley
Our Lady of Perpetual Succour, Bulwell
St Mary's, Hyson Green
St Augustine's, Mapperley

Secondary Schools

All Saints', Mansfield
The Becket School, West Bridgford
The Trinity School, Nottingham
Christ the King CVA, Arnold

The Trust has its own Teaching School, The Nottingham Catholic Teaching School Alliance, which is based at The Becket School. The Teaching School will support the work of the schools by brokering school to school support, organising subject networks, providing high quality CPD and co-ordinating ITT placements through the Schools Direct route. There are already a NLEs, LLEs and SLEs working with the TSA to support the work of the Teaching School.