



SHARE Multi-Academy Trust
HR Manager (Maternity Cover)
Application Pack
March 2018

Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in this post at Share Multi Academy Trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally
CEO



SHARE Multi-Academy Trust is the charitable company that currently runs Shelley College, Heaton Avenue Primary

School, Millbridge Junior, Infant & Nursery School and Cowlersley Primary School. We are an emerging academy chain of secondary and primary schools that share our values and want the very best for our students and staff.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 300 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Valuing People, Supporting Personal Best

Whatever your role or whatever your career plans, we can help you achieve them.

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Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people.



Employee Benefit Schemes

A world of benefits and reward for all staff!

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

- An attractive pension scheme for both Teaching and Support Staff.
- School's Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
- Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
- Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
 - Childcare Vouchers - savings of up to £933 a year. Childcare vouchers can be used for pre-school and nursery costs plus after school clubs, summer camps and even independent school fees.
 - Bikes – savings of up to 42% on the cost of a new bike.
 - Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

HR Manager Role Profile

Role Title	HR Manager	Reporting to	Director of Operations
Section	Academy Operations	Grade / Salary	£40,804-£45,905 per annum
Contract type	Fixed Term, 37 hours per week, all year round. Some flexibility in hours is required (e.g. occasional evening meetings).		

Part A – JOB DESCRIPTION

Overall purpose of role	Manage a comprehensive, professional and customer focused HR service across the Trust's schools in accordance with SHARE Objectives, Policy and Procedures and legislative requirements to meet operational needs.
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p> <p>Applicants MUST complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher.</p>

Key Outputs

1. Contribute to the formulation of strategy, plans, policies and initiatives, having overall responsibility for delivery of all aspects relating to HR ensuring a customer focused approach to operational delivery to contribute to performance targets.
2. Analyse, interpret and present HR management information formulating appropriate recommendations to Headteachers and Directors by identifying where HR can add value to both the wider strategic goals and school performance. Also complete mandatory returns within a specified timeframe e.g. School Workforce Census etc.
3. Provide expert and professional advice, direction and coaching to Headteachers, Directors, Governors and other leaders on a wide range of HR matters and complex people management issues, ensuring adherence with teacher and support staff conditions of service, employment legislation, policy and HR best practice. Including but not restricted to recruitment and retention, attendance, discipline, capability, grievance and performance.

4. Ensure all schools have robust safer recruitment practices in place and support leaders in managing any staff conduct that raises concerns about the safety and wellbeing of children and young people.
5. Lead consultation processes by creating and maintaining productive working relationships with Trade Unions and Professional Associations through regular consultation and dialogue to ensure that all HR issues pass through the appropriate consultative process.
6. Manage and guide the development of the HR function across the Trust, harmonising policies, procedures and systems.
7. Manage, motivate and advise the HR team providing resilience, flexibility and a multi-functional approach to a customer focused service delivery within prescribed time scales and quality standards.
8. Proactively manage the performance, attendance and wellbeing of teachers and support staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
9. Manage and lead the successful implementation of HR change processes, including consultation and communication, ensuring all change projects and amendments to working practices, employment hours and variations to personal working arrangements are delivered to meet the requirements of the organisation with consideration of individual needs.
10. Manage and co-ordinate all informal and formal processes including: attendance management, staff discipline and capability cases and grievances, undertaking all quality assurance and providing advice to headteachers and other senior leaders.
11. Undertake workforce planning, managing and monitoring each job profile, ensuring the co-ordination of recruitment, selection and retention of staff to meet current needs and ensure future requirements are identified, programmed and delivered.
12. Contribute to developing a highly committed and effective workforce, leading the multi-academy Trust's commitment to Investors in People, training and good quality appraisal systems for support staff.
13. Oversee the MAT's outsourced payroll/pensions, ensuring payments are accurate, liaising with external agencies such as HMRC, Teachers' Pensions Agency, West Yorkshire Pension Scheme as appropriate.
14. Manage the HR budget, ensuring value for money whilst delivering the best service possible.
15. Undertake any other HR work as directed by the Director of Operations or CEO, including working at different locations, in order to provide business continuity and to enable the HR team as a whole to fulfil Trust wide needs.
16. Commit to and work towards our ambition to deliver an outstanding education for children and young people in our schools, taking appropriate action to ensure that your team members do likewise.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers / Support Staff of 300 to 1000.
- Number of direct reports up to 5.

Work/Business contacts

Internal: All teachers and support staff to advise; Teacher and Support Staff unions and Professional Associations; senior staff across the Trust to plan and exchange information; and Directors to provide reports.

External: Department for Education, Local Authorities, Solicitors, Employment Tribunals, Local Government Association, Teachers' Pension Agency, West Yorkshire Pension Agency (or equivalent), ACAS, CIPD, Access to Work, Outsourced Payroll Provider.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
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| • Full professional qualification, CIPD, (Member Chartered Institute of Personnel and Development) or equivalent. | Essential |
| • Proven experience of delivery of wide range of HR services in the operational field. | Essential |
| • Proven ability to interpret and provide advice to managers on a diverse range of HR issues including employment law and conditions of service. | Essential |
| • Previous experience of successfully leading a team. | Essential |
| • Excellent Communication skills both written and verbal. | Essential |
| • Previous experience of consultation with Trade Unions, Staff Associations and employees. | Essential |
| • Educated to degree level or equivalent. | Desirable |
| • Previous experience of leading on HR casework. | Essential |
| • Proven experience of TUPE transfers | Desirable |
| • Previous experience of managing payroll and pensions | Desirable |
| • Experience of education sector. | Desirable |

Other (Physical, mobility, local conditions)

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| • Has the ability to travel around the MAT area (and when required throughout the UK). | Essential |
| • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
| • Has a full current UK/European Driving Licence. | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |

Expertise in Role - After initial development - Level 2

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| • Detailed knowledge, experience and application of teachers' and support staff terms and conditions, policy and procedures. |
| • Has detailed and up to date knowledge of best professional practice and changes in relevant legislation. |
| • Has detailed knowledge of how HR policies and strategies support MAT and school objectives. |



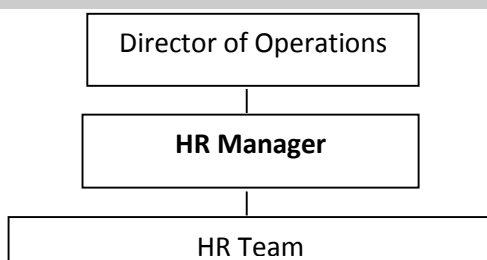
- Has detailed knowledge of MAT and school structures and organisation.
- Has successfully developed contacts with people, both internal and external.
- Has successfully contributed to a range of corporate initiatives.
- Has passed an approved Safer Recruitment in Education course.

Expertise in Role (Advanced - Level 3)

- Has been actively involved with the development and implementation of corporate (MAT) initiatives.
- Is used by colleagues as an expert source of information on issues relating to HR.
- Has identified and utilised good practice within the MAT, other education organisations and external bodies to improve service delivery.

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the Selection Process, this may involve written exercises, group discussions, presentations, interview etc.

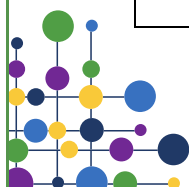
Structure



Signatures

Approved by : CEO _____

Approved by : Post Holder/or Representative _____





To apply please visit the SHARE Multi Academy Trust vacancies webpage

<https://www.tes.com/jobs/employer/-1082675>

Closing date 21st March 2018