



United Learning
The best in everyone™

Briefing Pack for Applicants

HR Manager

April 2023

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Section 1 - Post Advertisement

Job title:	HR Manager
Location:	Sheffield Park Academy and Sheffield Springs Academy
Starting salary:	£35,000 to £40,000 gross per annum dependent upon experience
Contract:	Permanent, full-time, 37.5 hours per week, 52-week contract although flexible working will practices will be considered including term-time only.
Start date:	As soon as possible

We are happy to consider flexible working options for the right candidate.

This is an exciting opportunity to work over two secondary academies; Sheffield Park Academy and Sheffield Springs Academy.

The successful candidate will have responsibility to ensure good HR management is provided to each academy in-line with United Learning's policies and procedures. The delivery of successful output is agreed with each academy and the Executive Business Manager.

This role requires a highly focussed individual that is organised and passionate about making a difference in our academies and for the local community. The postholder will deliver an outstanding Human Resources provision, ensuring a high level of service that supports all staff in providing outstanding learning and progress for our students. At times and especially during busy periods the post-holder will have to contribute to the administration and therefore, a hands-on approach is essential.

Ideally applicants will have a formal CIPD qualification however, extensive experience is crucial to this role. Candidates must have excellent organisational, interpersonal and communication skills, be self-motivated and a team player.

The successful candidate will have experience of line managing administrators and be able to demonstrate effective line management skills.

We will offer you:

- Excellent facilities and resources.
- Talented, supportive and innovative staff and students.
- Excellent training and development opportunities.
- Opportunities to collaborate with colleagues in United Learning.
- Excellent employee benefits which include an highly sought after pension scheme (LGPS).
- 25 days annual leave in addition to bank holidays (or term time only for flexible working).
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.

We are looking for a HR Manager who is:

- Reliable, highly motivated and self-driven.
- Experienced with IT packages such as Outlook, Word and Excel.
- Experienced with an excellent knowledge and understanding of good HR management.
- Keen on attention to detail, has high standards and takes pride in their work.
- Keen to be part of and lead a team of staff.

- A team player with strong communication skills who works collaboratively across the local group of United Learning schools.

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply' button at the top of this page to complete our online application form. **The closing date for this post is midnight on the 23 April 2023. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley, Sheffield Park and Sheffield Springs, who work alongside a number of local Primary Academies; all within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our motto is, “the Best in Everyone”. This is a useful phrase that sums up the work and ethos of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Dino Di Salvo
Regional Director
United Learning

Section 3 – Letter from the Principal of Sheffield Park Academy



Sheffield Park Academy

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of the United Learning and as Principal, I have found working for United Learning superb. It is a supportive and energising working environment with just the right balance of challenge and support and I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Roland Freeman
Principal
Sheffield Park Academy

Section 4 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work, and in which to learn. Our values are excellence, pride, and ambition; if you join our academy you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 14 years, and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in the our pupils, and new employees are warmly welcomed into this team.

Where we are, and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, and we are embarking upon a journey to becoming a great school. As part of this journey, we are creating an academic culture that is warm and strict, disciplined and joyful, and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage, and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network, and just a 5 minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description



Job Description

Post title	HR Manager
Salary	Band 4
Responsible to	Executive Business Manager
Responsible for	HR Administrators
Role purpose	To provide professional and efficient HR management advice and guidance for the academies.
Relevant qualifications	<ul style="list-style-type: none">• Level 2 qualifications in English and Maths.• Level 5 qualification (or equivalent experience) in HR.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures and within the legislative framework applicable to academies.

Role Summary

To deliver a high quality and efficient HR service to academies, to support the local HR contacts and ensure that day to day operational functions are effectively managed. Support the development and monitoring of a long-term people strategy for each academy in consultation with Senior Leadership Teams (SLT) and Local Governing Bodies (LGB), taking strategic and professional advice from the HR Business Partner to ensure academy priorities are also met.

To work with Senior Leadership Teams to ensure all HR related matters are prioritised and dealt with in an effective and consistent manner, providing advice and guidance to local HR contacts regarding policy and best practice. To support each academy in ensuring that the Single Central Record is compliant with safeguarding and Ofsted regulations.

To effectively line manage the HR Administrators to deliver an effective and efficient HR service.

Key Responsibilities

Main Duties and Responsibilities

- Responsibility to provide end to end solutions on issues associated within each individual academy.

- Responsibility to support and advise academy leaders and the local HR contacts on best practice and the risks associated with employment matters with the view to preventing costly litigation.
- Responsibility for providing HR advice to the academies and their employees, escalating to their HR Business Partner for any complex or specialised advice.
- To guide and support the activities of local HR staff across the academies to ensure proactive and effective local HR operational support. To provide development, mentoring and coaching as required.
- Take overall leadership for the academies HR support service, in particular in relation to compliance and data, ensuring that:
 - Each academy has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is 'inspection ready' at all times.
 - Oversee that all annual staff returns are collated and retained as required, i.e. ICT acceptable usage policy, safeguarding children.
 - Produce and present HR data dashboards to the SLT and LGB addressing areas for improvement/celebration, including staff survey outcomes.
 - The appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.
 - Recruitment and retention of staff is managed efficiently and effectively, providing oversight of demand and cost efficiencies where appropriate.
 - Ensure Probationary and Performance Development Reviews are completed in each academy.
- Attend the Pay Moderation Meetings where appropriate, ensuring equity and the oversight of the administration of the outcomes.
- Responsible for taking ownership of:
 - Leading absence management processes.
 - Organisation and overview of performance management processes for teaching and support staff.
 - HR systems, administration and recording keeping. Ensuring HR and associated Management Information Systems (MIS) are maintained and kept up to date.
 - Processing employment paperwork/electronic records, for example, contracts, variation letters.
 - Management of casework in relation to disciplinary or capability.

Knowledge, Skills and Experience Required

- Level 5 qualified or equivalent experience in HR.
- Experience in working as a HR Manager generalist including working with senior leaders and functional Principals.
- Evidence of commercial and organisational awareness with the ability to provide effective HR advice within this context.
- Build strong and positive working relationships with all stakeholders including; Regional Director, Principals, Executive Business Manager, HR Business Partner, local HR contacts and central office support.

- A sound knowledge and practical application of employment and discrimination law.
- Highly developed communication and influencing skills, both orally and in writing to effectively support the academies and minimise risk.
- Excellent IT skills and experience of using HR databases to monitor, analyse and review key workforce data. It is important to have the ability to translate the data into valuable management information and actions for the Principals that not only identify trends and business implications but that also builds positive improvement and recognises success.
- Proactive analysis, interpretation and recommendations on key HR Metrics.
- The ability to demonstrate how to resolve conflict and handle delicate negotiations with academy and other key stakeholders.
- The job covers multi-sites, it is therefore, key that the post-holder is self-motivated with excellent organisational and time management skills. Travel between the academies is required to meet the needs of the role.
- To have excellent presentation skills and the ability to deliver training interventions, workshops and development opportunities for employees as required.
- Ability to think laterally and to adapt to changing situations in a measured and flexible manner in order to adapt the advice and guidance provided to suit any change in circumstance whether legislative or structural related.
- Knowledge of project management principles and practices and the ability to apply these to a range of project situations.
- Responsibility for guiding and developing the HR Administrators.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote the academies and United Learning's ethos, playing a part in strengthening relationships between academies in the cluster, and between the cluster and central office.

- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	HR Manager		
Salary	Band 4		
Education and Qualifications	Essential	Desirable	
Level 2 qualifications in English and Maths.	X		
Level 5 qualification or equivalent experience working in HR.	X		
Experience	Essential	Desirable	
Good experience of effective recruitment and selection.	X		
Experience in advising and managing investigations, grievance and disciplinary.	X		
Confidence in operating in a fast-paced environment.	X		
Experience of line managing and supervising HR Administrator/s.	X		
Maintaining positive relationships with a variety of different stakeholders.	X		
Experience of mentoring and coaching colleagues.	X		
Strong leadership skills.	X		
Experience working in a school/academy or Education setting.		X	
Experience in preparing payroll data.		X	
Knowledge and Skills	Essential	Desirable	
Excellent communication skills.	X		
Strong IT skills, be competent in using HR systems, scheduling systems, Word, Excel, PowerPoint.	X		
Knowledge of best practice in recruitment and selection, absence management, capability, wellbeing, disciplinary, grievance, etc.	X		
Knowledge and understanding of strategies for school/academy improvement.	X		
Ability to generate, organise and analyse data.	X		
Understands the HR role within safeguarding of our students.	X		
Ability to liaise positively with staff and students and be customer focussed with a professional and friendly manner.	X		
Strong Employment Law knowledge.		X	
Ability to influence decision making of senior stakeholders.		X	
Management and Leadership	Essential	Desirable	

Leads by example and acts as a role model for professional behaviour and good practice.	X	
Sets the pace for action and demonstrates commitment to achieving goals.	X	
Translates broad strategies into clear objectives and practical action plans.	X	
Actively supports the implementation of improved systems and processes.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
Excellent written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel regularly to locations within the cluster.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Barnsley Academy and Sheffield Park Academy

Both schools are located in thriving towns close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org

Email: enquiries@sheffieldsprings.org

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning our aim is to bring out 'the Best in Everyone'. Our values are excellence, pride and ambition and these are demonstrated in all aspects of academy life and by all members of our wonderful team.