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HR Manager at Comberton Village College

Salary: SO1, Pt 23 – 25 (£32,076-£33,945 FTE)

Contract: Permanent / Full Time

(term time plus weeks may be considered)

Hours: 37 hours per week

Start date: January 2024

Application closing date: 9am on Friday 24 November

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About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

- The Excellence Principle – Education must be of the very highest standard
- The Comprehensive Principle – Education must be for all kinds and abilities
- The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development
- The Community Principle – Every Academy must be at the heart of its local community and serve it well
- The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit
- The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

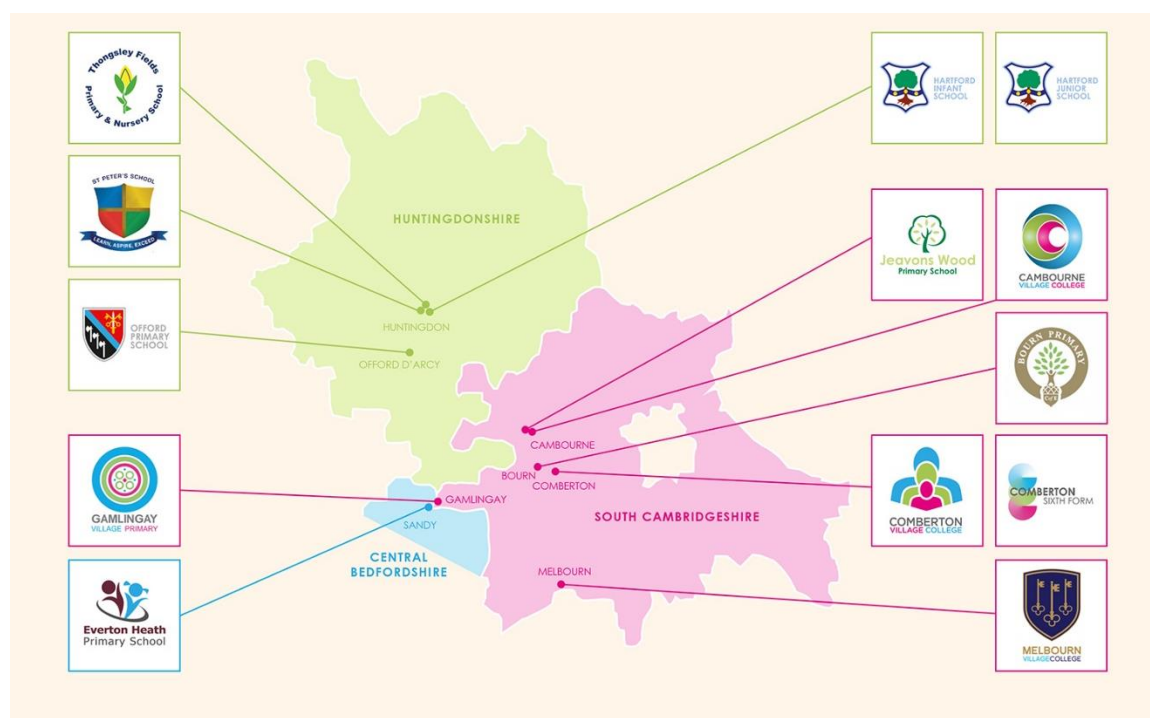
Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)
- Subsidised gym membership at Comberton Sports and Arts

Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

Our Schools



Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

Cambourne Village College

Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2024 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



Melbourn Village College



MELBOURN
VILLAGE COLLEGE

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



Everton Heath Primary School



Everton Heath
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.

The Head also leads the new West Village Partnership.





Hartford Infant and Preschool

Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.





Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.

The Vacancy – HR Manager

Comberton Village College, as part of The Cam Academy Trust, is looking to appoint a proficient and effective HR Manager to manage the HR function in our secondary school. This is a generalist role managing all operational areas of HR, but with an understanding of the Senior Leadership Group's strategic aims. As such, the position requires the ability to demonstrate HR astuteness in the educational sector, along with a strong analytical ability.

This is a varied role that includes maintaining HR records and the Single Central Record, inputting information onto the schools MIS and payroll system, overseeing the recruitment of teachers and support staff, dealing with HR queries and the preparation of employment letters and other documentation.

The successful candidate will be well organised and self-motivated, have a high level of accuracy and attention to detail, be able to remain calm and professional whilst under pressure and have the ability to demonstrate tact, diplomacy and sensitivity when dealing with personnel issues.

How to apply:

Please complete and return a Support Staff Application form. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest in this role and any relevant skills and experience that demonstrate your ability to fulfil the expectations of the role.

Applications should be submitted to [Mrs T Tull](#), Trust HR Manager by 9am on Friday 24 November.

Please note that we do not accept CV's.

Job Description – HR Manager

Hours: 37 hours per week / 52 weeks a year (term time plus weeks may be considered)

Salary: SO1, Pt 23 - 25 (£32,076-£33,945 FTE)

Line of responsibility: Principal

Main duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal. Please note that the post holder may be required to work outside of normal school-working hours to attend meeting etc.

HR Management

- Implement and co-ordinate the school's appraisal arrangements for support staff.
- Co-ordinate continuing professional development for support staff.
- Ensure effective line-management of HR staff.
- Update and implement the school's staffing structures in discussion with the Principal.
- In liaison with the finance department, ensure that all the necessary data required for payroll, the teachers' pension and local government pension agencies is submitted when:
 - A new appointment is made.
 - Changes are made to an existing member of staff's terms and conditions.
 - A member of staff's employment terminates.
- In conjunction with the finance department, liaise with school's payroll provider to ensure all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- Ensure that all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements, for example, evaluation of an individual's self-employed status.
- Ensure that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with all relevant parties as necessary.
- Ensure that all relevant changes affecting staff are communicated and actioned, including contract, salary and pensions information.
- Ensure that annual Salary Assessment Forms are completed and issued to all staff.
- Ensure that all staff personnel details are included in individual secure personnel files and on the school's MIS.
- Responsible for administering leaving procedures for all staff.
- Oversee arrangements for the induction of all new staff including Health & Safety training on Smartlog, Safeguarding training etc.
- Responsible for the implementation and operation of all internal HR policies e.g. disciplinary, grievance, capability, redundancy, sickness absence monitoring, and equality schemes including the appeals process.
- Responsible for ensuring that all HR-related casework is completed within required timescales.

Recruitment

- Responsible for managing the recruitment process for all staff, including involvement in identification of vacancies, advertising, shortlisting, interview arrangements, letters of appointment, safer recruitment, vetting and barring checks, and contracts of employment. Delegate tasks to colleagues as appropriate.

Administrative

- Oversee the rigorous upkeep of the Single Central Record for the school.
- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by the Principal.
- Take minutes/notes in meetings as required and circulate associated information.
- Deal with correspondence promptly and as required.

General

- Attend school events and meetings as required.
- Assist with school emergencies, in conjunction with other members of the senior leadership group (SLG), including the implementation of effective evacuation and search procedures as required.
- Implement, in conjunction with staff and members of the SLG, all health and safety procedures and requirements.
- Maintain a current knowledge of employment law and appropriate education legislation, advising the Principal as appropriate.
- Attend training sessions and meetings as required.
- Arrange and provide training sessions to HR colleagues to ensure that they are aware of associated procedures and regulations.
- Responsible for the effective management of budgets within HR's remit, negotiating best value rates with agencies and other parties.
- Responsible for the updating and production of the school's Staff Handbook.
- Seek, consider, and act upon professional support and advice as required.
- Advise the governing board and its committees as required.

Data Protection

- Assist with 'Subject Access' and 'Freedom of Information' requests
- Ensure compliance with data protection regulations.

Person Specification – HR Manager

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Evidence of being an effective member of an establishment/administration team. • Evidence of being a highly skilled and effective administrator. • Evidence of significant HR experience to support the day-to-day operations of the School. • L5 CIPD qualification or another recognised HR qualification. 	<ul style="list-style-type: none"> • Further or higher education qualifications relevant to the field. • Evidence of HR management within a school or similar organisation. • Experience of managing and co-ordinating a performance management scheme. • Experience of preparing and presenting casework to panels e.g. disciplinary. • Experience of managing change and implementing new systems/ procedures/controls. • Evidence of effective leadership and line-management of staff including a team. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability of working as team to formulate and review the aims and objectives of an establishment/ company. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability and knowledge to implement a wide range of HR procedures. • A current knowledge and understanding of employment law, appropriate education legislation and 	<ul style="list-style-type: none"> • Experience of recruitment strategies and procedures. • Knowledge and understanding of safer recruitment requirements in schools. • Knowledge and understanding of pension schemes and retirement opportunities. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>requirements of employment contracts.</p> <ul style="list-style-type: none"> Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR. Ability of managing and monitoring a budget. Ability to proficiently use office computer software including word-processing, spreadsheet, HR database/s and internet systems. 		
Personal qualities		
<ul style="list-style-type: none"> Excellent interpersonal skills with ability to maintain strict confidentiality. A diplomatic and patient approach. Initiative and ability to prioritise one's own work and that of others to meet deadlines. Able to follow direction and work in collaboration with the SLG. Efficient and meticulous in organisation. Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. Ability to evaluate own development needs and those of others and to address them. A willingness to seek specialist advice and awareness of where to seek it. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community. 	<ul style="list-style-type: none"> Able to attend evening meetings, if required. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>