



ADVANCE
LEARNING
PARTNERSHIP



HR Manager

Start Date: As soon as possible

Securing **Excellent Education** through **Collaboration**

Welcome from the Chief Executive Officer

The Advance Learning Partnership (ALP) is guided by a shared set of values, embodied in the ethos:

'Your child is our child'

Across our family of schools and staff, our unwavering aim remains constant:

'Excellent Education through Collaboration'

Across ALP we have an unrelenting drive to achieve the highest possible standards for each one of our children. All staff share best practice, seek opportunities to learn from others and understand that their professional development is fundamental to a child's success.

The ALP family of schools recognise each school as unique. The schools and their leaders share a Trust wide set of educational principles and then contextualise the principles into a working model to meet the needs of their children. The fundamental challenge of our school leaders is to ensure that the educational offer they provide must be of a standard that they would desire for their own child.

The Trust has established robust structures to support continuous leadership development, ensuring the highest educational standards are met. Collaborative networks across all subjects and themes are woven into our daily practice. ALP's approach is deeply rooted in evidence-based research and involves extensive collaboration with local, regional and national educational bodies.

The Trust has a cohesive, centralised structure, consisting of a School Improvement Team, a Children and Civic Services Team and a School Support Team. The School Support Team enables school leaders to maintain their focus on children and education, with specialists providing the security and foundations for the educational provision, whilst the School Improvement Team support, develop, and evaluate the schools and their leaders to ensure the life chances of every child are realised. The Children and Civic Services Team creates a flexible educational framework, tailored to each child's unique circumstances, ensuring that all pupils—regardless of their challenges—thrive, achieve and are well-prepared for life beyond school.

In the coming years the Trust seeks to serve all educational pathways with professionalism, investment and shared ethical values. This will ensure the children within our care are successful and safe regardless of the challenges they may face in education and society. We have a proven record of accomplishment in delivering academic improvement. We are enormously proud of our schools, leaders, governors, teachers and support staff who serve the children so well. It is a privilege to work alongside so many dedicated and highly skilled peers who change lives each and every day.

Kelvin Simpson
Chief Executive Officer

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits such as mental health support, physiotherapy, free flu jabs, and 24/7 GP services. **Further information available upon request*
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The School Support Team

We are seeking a committed, proactive and experienced **HR Manager** to join our dynamic central support team at Advance Learning Partnership (ALP). This is an exciting opportunity for an HR professional with a strong operational background and excellent interpersonal skills to contribute to the effective implementation of the Trust's people priorities.

Working under the strategic direction of the **Director of People**, the HR Manager will lead the day-to-day delivery of high-quality HR operations and services across the Trust. You will play a vital role in ensuring the consistent and compliant application of HR policies and procedures, supporting schools and leaders in areas such as recruitment, employee relations, case management, absence, and payroll. You will also contribute to the delivery of people-focused initiatives and projects, supporting the wider People Strategy and deputising for the Director of People when required.

This role offers an excellent opportunity to make a meaningful contribution within a forward-thinking, inclusive and supportive organisation where people are at the heart of everything we do. If you are a collaborative HR professional who thrives in a fast-paced, education-focused environment, we would be delighted to hear from you.

The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	HR Manager
CONTRACT TYPE	Permanent, Whole Time
ACCOUNTABLE TO	Director of People
SALARY	Grade 10-12 <i>*Placing depended upon expertise and experience</i>
REQUIRED	As soon as possible

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the Trust ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the Trust and to the achievement of the 'Trust Improvement Priorities'.
- Play a full part in the life of the Trust community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow Trust policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming Trust culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL ALP EMPLOYEES

ALP employees will:

- Maintain personal expertise, be a role model and promote high expectations for all members of the Trust community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to employees, pupils and other information of a sensitive or confidential nature.
- Gain understanding and support the continuous improvement of operating processes.
- Be aware of, comply and assist with, the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend relevant meetings as required.

MANAGEMENT RESPONSIBILITIES

KEY RESPONSIBILITIES FOR MANAGERS

ALP Service Managers will:

- Lead and manage service specific projects, ensuring timely delivery, effective collaboration and measurable impact on organisational priorities.
- Provide oversight and support to individual schools within the Trust.
- Drive collaboration, ensuring the integration of policies, systems and processes across schools and central teams.
- Contribute to internal and external networks, sharing operational insight, identifying sector developments, and supporting the promotion of ALP's values and ways of working.
- Support the implementation of Trust-wide initiatives by monitoring progress, gathering feedback from stakeholders, and recommending service-level adjustments to improve effectiveness.
- Champion service improvement and innovation, identifying opportunities to enhance delivery, ensure compliance, and contribute to the continuous development of Trust operations.

RESPONSIBILITIES OF THIS POST HOLDER

OPERATIONAL HR LEADERSHIP

- Oversee day-to-day HR operations across the Trust, including recruitment, onboarding, and absence management.
- Lead and manage staff absence processes across all schools, ensuring consistent application of policy, proactive monitoring, and early intervention to support attendance and wellbeing.
- Provide HR intelligence and data to inform strategic decision-making and reporting to the Trust Board and Executive Team.
- Provide HR advice and coaching to line managers to develop confidence and consistency in people management practices.
- Advise and support school leadership to effectively manage daily HR and employee relations matters relating to grievance, disciplinary, absence management, capability, and performance management.
- Monitor and improve HR service delivery standards through regular review and feedback loops.
- Ensure equality, diversity, and inclusion (EDI) principles are embedded within operational HR practices across the Trust.
- Support workforce planning and succession planning activities, aligning staffing needs with Trust strategic priorities.
- Maintain up-to-date knowledge of employment legislation, statutory guidance, and education-specific HR compliance requirements.

CASEWORK & COMPLIANCE

- Manage HR casework including attendance, grievance, disciplinary, and performance processes, ensuring compliance with employment law and Trust policy.
- Maintain oversight of all staff absence management cases, ensuring accurate recording, proactive communication, and coordinated support for managers.
- Work with the Director of People and external legal advisors as required, providing accurate and timely documentation.
- Liaise with Occupational Health and external providers to support staff health, wellbeing, and return-to-work plans.
- Provide regular updates and reports on casework activity and outcomes.
- Lead on ensuring compliance with data protection legislation (GDPR) in all HR processes, records, and reporting.

PEOPLE SERVICES & SYSTEMS

- Maintain and develop the Trust's HR information systems and support reporting for statutory returns such as the School Workforce Census and Gender Pay Gap reporting.
- Lead operational HR processes during periods of organisational change, including TUPE, restructures, and onboarding of new schools.
- Ensure data accuracy and effective information management across all HR systems.
- Provide training and guidance to schools and central teams on effective use of HR systems and self-service tools.
- Contribute to process automation and system improvements to enhance user experience and efficiency.
- Analyse workforce data, including absence trends, and produce management information reports to identify patterns and inform workforce strategy.
- Ensure HR systems are optimised to support performance management, CPD tracking, and employee lifecycle processes.

POLICY & PROCESS

- Support the Director of People in developing and reviewing HR policies to reflect best practice and legislative changes.
- Ensure consistent application of HR policies and procedures and provide support to school leaders on employee matters.
- Lead on the communication and embedding of HR processes and guidance documents for staff and line managers
- Lead on statutory HR reporting requirements, ensuring accuracy, compliance and timely submission.
- Ensure HR policies are clearly understood and consistently applied across all schools.
- Support consultation processes relating to changes in employment policies and procedures.
- Monitor policy compliance and identify areas for improvement or clarification.

TEAM LEADERSHIP & DEPUTISING

- Manage the central HR team, providing day-to-day leadership, guidance and professional development.
- Act as deputy for the Director of People as required, ensuring continuity of leadership and service.
- Promote a collaborative and positive working environment within the HR service.
- Ensure appropriate resourcing and workload allocation within the team to meet service delivery targets.
- Encourage continuous professional development (CPD) for HR staff to maintain up-to-date knowledge and skills.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
APPLICATION	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Degree in relevant subject or ability to demonstrate equivalent experience.		*
	Fully qualified or working towards (Level 7) CIPD member with evidence of continuous professional development.		*
	Fully qualified (Level 5) CIPD member with evidence of continuous professional development.	*	
EXPERIENCE	Experience of working at a manager level as a people/HR professional in a large and complex organisation.	*	
	Sound knowledge of employment legislation and case law, including TUPE legislation and preparing cases for employment tribunals.	*	
	Proficient in analysing people data and metrics to support senior leaders to manage people more effectively and respond with appropriate strategic planning.	*	
	Experience of leading a team.	*	
	Skilled, influential and confident people professional, with the ability to work collaboratively with senior leaders.	*	
	Experience of working in a people management/HR environment within a Multi Academy Trust, the Education Sector or the Public Sector	*	
	Understanding of KCSIE 2024 and its impact on the delivery of an effective people service in an education setting e.g. recruitment/induction.	*	
QUALITIES & VALUES	Good communication skills, verbally and in writing, with the ability to relate effectively to all stakeholders.	*	
	A skilled, influential and confident professional, capable of working collaboratively with executive leaders in decision making and approaches to people management.	*	
	Effective in implementing and explaining relevant policies, procedures, laws and regulations.	*	
	Willingness to participate in training and development opportunities.	*	
	A creative, lateral thinker with the ability to recognise problems and use a solution focused approach to get positive outcomes.	*	
PERSONAL ATTRIBUTES	Able to remain calm under pressure and demonstrate sound judgement.	*	
	Highly relational and able to build strong connections and relationships across the Trust and with external partners.	*	
	Excellent interpersonal skills.	*	
	A strong moral purpose and drive.	*	
	Ability to work collaboratively as a team member to achieve common goals.	*	
	Demonstrate enthusiasm and self-confidence to work with the academy sector.	*	
	Ambition to go on to a higher position of responsibility.		*
Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.			

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the Trust by **9am, Monday 8th September 2025** addressed to:

**Advance Learning Partnership
Whitworth Lane
Spennymoor
Co. Durham
DL16 7LN**

or by e-mail to the trust the Director of People, n.powell@alplearning.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

INTERVIEWS

Interviews will take place on **Friday 12th September 2025**, at the Advance Learning Partnership Head Offices.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.