



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Recruitment Booklet

HR Manager

HR Manager

We are a thriving Trust in south Leeds with five academies, 3,193 children and over 450 staff. We are preparing for further growth and are seeking to appoint a HR Manager to join our team based at Cockburn School, at this exciting time.

Post:	HR Manager
Required:	As soon as possible
Pay scale and salary:	SCP 26 to 30 (£32,909 - £36,298 per annum FTE) dependent on experience
	TTO plus 10 days
Contract Type:	Permanent
Hours of work:	30 to 37 hours per week (can be flexible)

This is a great opportunity for a dynamic HR generalist, to join the central HR team working alongside the Heads of HR. This role will support the growing HR provision within the Trust and the HR consultancy service to nine primary provisions in the local area. The role will be varied and challenging, and would suit someone who has a proven track record in providing exceptional solution-based advice and support to school leaders.

We are looking for a team player who:

- is a customer focused HR professional with experience of managing complex casework
- has extensive HR knowledge and excellent communication skills
- radiates positivity & shows a sense of pride in all that they do
- is able to build good relationships with stakeholders and unions
- is self-motivated, proactive and able to work independently with a detailed understanding of safeguarding and confidentiality.

In return, you will be part of a small but perfectly formed team where you will be coached, mentored, supported and developed. You will have access to a range of benefits and wellbeing support including access to physio, an onsite gym, generous leave and pension arrangements. If you think you have the passion, energy and drive to be part of the Cockburn Multi-academy Trust team, we look forward to hearing from you.

Apply online here: www.cockburnschool.org/vacancies. The closing date for applications is 9:00am on Monday 16th January 2023. If we have a large volume of applications, we may close this advert early.

The school is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.

This post expects the successful candidate to safeguard the welfare of CYP and uphold your professional responsibility.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK-either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply.



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Introduction from the Executive Headteacher

Thank you for your interest in the post of HR Manager. It is an exciting time to join Cockburn Multi-academy Trust as we continue to grow and develop. We have an excellent reputation in Leeds and beyond and are in a privileged position to be able to give considerable support to an increasing number of schools within the city of Leeds and across the region. As a National Leader of Education, I am keen to develop leaders for the future and Cockburn School's status as a National Support School ensures that there are increasing opportunities for both professional and career development for staff.

Our vision is an exciting, innovative and challenging one that will be at the heart of our schools, to create opportunities within and beyond the curriculum to enable each student to become confident, independent and successful citizens in modern Britain. In order to deliver our vision, we are looking to appoint colleagues who are dedicated and passionate about working with young people of all abilities and all backgrounds, you will be a reflective practitioner who not only shares our enthusiasm, aspirations and commitment but will make a difference, it is on these qualities that Cockburn MAT will continue to flourish.

I know that there is something unique about the schools in our MAT. Whilst they are at different stages of their journey of 'Transformation to Excellence' it is without doubt, the incredible staff teams that make the difference. We were very proud that Cockburn School was judged by Ofsted in February 2022 as Outstanding in all areas which is an excellent achievement. There are two other successful secondary schools within the Cockburn MAT, Cockburn John Charles Academy which became a Cockburn MAT school in 2017 and our free school, Cockburn Laurence Calvert Academy that opened in 2021. We also have two primary schools, Middleton primary and Cockburn Haigh Road Academy.

As Executive Headteacher, I am fortunate to work alongside such dedicated teams that are relentless in their determination to secure the very best outcomes for the young people. That is why we would rather make no appointment than appoint someone who is not committed to our journey of 'Transformation to Excellence'. For this reason, we try to articulate clearly our Vision, Values and Expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We are looking to recruit a dynamic and inspirational member of staff to join and contribute to the continued development, growth and success of Cockburn MAT. We are looking for someone who:

- Is excited by their role and have the opportunity to work with young people from all different backgrounds and even those that are less-motivated and need that extra support and challenge to ensure they succeed
- Is eager to continually develop their own skills and grow as part of the Trust
- Knows that working in a school such as ours will be demanding but is able to be a part of the team and rise to the challenges, within a supportive environment and school team
- Works within the positive and caring ethos of our school and willing to go that 'extra mile' in order to get the very best from our students
- Makes the most of opportunities throughout the school day to get know our students – as we all know the building of personal relationships is the starting point for key to success for all of us
- Has a positive approach to behaviour management – has a restorative approach to solving problems with students and the wider school community

This is a Trust with schools full of exciting challenges and often needs 110% commitment – but if you have this, then you will be working within a part of an exciting and committed team that challenges and supports each other to get the best for our students and each other!

Yours faithfully,



Mr D Gurney
Executive Headteacher

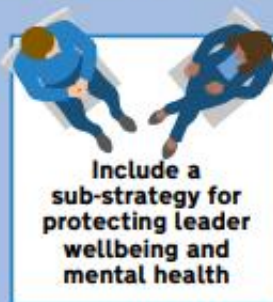


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Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:



Education Staff Wellbeing Charter
For more information: www.gov.uk/dfe

Job Description

Job Title: HR Manager

Accountable to: Heads of HR

Purpose of the Role:

- Support of high-quality HR service to all academies' in the Multi-academy Trust (MAT) and to any other schools working in partnership with the MAT through a service level agreement.
- Work with the Heads of HR in developing and delivering HR strategies to meet the emerging and changing needs of the Trust.
- Contribute to improving, embedding and reviewing ways of working to achieve efficiencies and ensure best practice and promote a highly professional and effective working culture.
- To plan key HR projects which includes coordination, proposals and delivery.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post.

Main Duties

Human Resource Responsibilities:

Managing Attendance, Wellbeing & Diversity

- Lead in managing attendance procedures, including short term sickness and long-term cases
- Develop proactive wellbeing and attendance solutions that encourage and enable staff to be self-aware of their own health and general well-being, signposting to the MAT's EAP and provide pro-active solutions to issues.
- Lead and support initiatives to improve the wellbeing and engagement of teams and individuals, working closely with the Heads of HR to deliver appropriate support.
- Assist in the developing strategies and producing data relating to staff absence and diversity trends and support follow up action as required.

Casework

- Support the Heads of HR/Senior Leadership Teams with employee relation issues, guiding and assisting with case work, and liaising with the Heads of HR as necessary
- Act as an Investigating Officer both within the Trust and SLA schools
- Support and guide leaders in relation to workforce management issues such as, grievance, disciplinary, capability, absence and other management processes and provide training as required in line with the Trust's policies and procedures and employment law
- Support the administration of case work including note taking and producing correspondence in accordance with employment law, and policy and procedures.
- Support the transfer of any services or school in or out of the Trust (TUPE)
- Liaise with other services internally and externally to ensure holistic and comprehensive support is provided
- Ensure all available mechanisms are utilised to monitor and evaluate the quality of guidance and support provided

• Prepare reports, present statistics and research new information as required



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- Support policy review in line with statutory obligations
- Respond to new legislation, case law and regulation including the development of policy, guidance and training as a result.

HR Systems

- Support and assist with HR processes and systems across the Trust including recruitment and appraisal providing additional capacity where required.
- Assist in induction of staff where applicable
- Proactively monitor staff retention by implementing and conducting thorough exit interviews with all staff.
- Assist in collation of information for consultation at Senior Leader, Governor and Trust Board level.

Legal Compliance Responsibilities

- Keep abreast of national developments in the STPCD, the conditions of service for school Teachers in England and Wales (the Burgundy book), Teachers' Professional Standards, relevant standards and conditions of service for support staff and of any educational statutory changes
- In conjunction with the Heads of HR ensure all HR policies are legally compliant
- Attend and contribute to any other HR related panels and other meetings as required
- Liaise with legal, payroll, pension providers, HMRC, Ofsted, Local Authority and other bodies are required and support in ensuring all staff computerised records are maintained in accordance with audit and data protection requirements.

Continuing Professional Development Responsibilities

- Assist with HR training to staff and Governing Body/ Trust Board as required.
- Assist in ensuring accurate production of data and HR reporting
- Be pro-active and responsible for own CPD.
- Ensure knowledge and skills to safeguard the welfare of children and young people are keep up date and uphold professional responsibilities in this regard.

General (relevant to the job)

- Maximise the use of Information Technology systems through accurate record keeping and data collection processes ensuring compliance with data protection
- Maintain high levels of confidentiality at all times
- Be fully conversant and keep up to date with employment law.

General Responsibilities

- Contribute to and uphold the vision and ethos of the Trust.
- Promote team and partnership working to ensure effective working relations
- Treat all users of the academy with courtesy and consideration
- Be aware and comply with all Trust policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. This role will be required to work across a number of sites across the MAT. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. It will be subject to review through annual Performance Management. Complete any other duties commensurate with the post.



Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C/4 or above in GCSE English & Maths or equivalent level 2 qualification	*		A/Q
CIPD Qualification level 5 or working towards or equivalent experience	*		A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Extensive knowledge and use of Microsoft office	*		A/Q/R/S
Good numeracy/literacy & ICT skills	*		A/R/S
Able to communicate effectively with a wide range of stakeholders and build professional relationships including with unions	*		A/R/S
Able to accurately input/retrieve data information from variety of sources	*		A/Q/R/S
Able to multi-task prioritise work to meet conflicting deadlines	*		A/R/S
Knowledge and skills to safeguard the welfare of Children and Young People and uphold your professional responsibility	*		A/Q/R/S
Basic understanding & knowledge of academy systems and procedures		*	A/R/S
Knowledge and understanding of academy staff terms and conditions		*	A/R/S
EXPERIENCE	Essential	Desirable	MOA
Experience of working in a fast-paced HR environment	*		A/R/S
Experience of dealing with HR queries from a wide range of people in a customer focussed environment	*		A/R/S
Experience of providing excellent customer service	*		A/R/S
Experience of participating in a team and working on own initiative	*		A/R/S
Experience of supporting a range workforce management issues in line with policy and procedures	*		A/R/S





Experience of investigating cases and administration of casework	*		A/R/S
Ability to manage own workload and meet deadlines involving being rigorous, methodical, structured and organised	*		A/R/S
Providing solution focussed, proactive and forward-thinking HR advice	*		A/R/S
Experience of working in a school/academy and use of systems		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education/HR can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
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METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



