



The Collegiate Trust
Exceptional Education for All



HR ADVISOR

The Collegiate Trust
Central Team



Application Pack

The Collegiate Trust

Central Team



Role Location	The main office is based in the Central Team offices at Riddlesdown Collegiate, Honister Heights, Purley CR8 1EX. Occasional travel to other schools, some working from home may be possible.		
Salary/Grade	P22 £33,360 – P26 £36,930		
Details	Permanent	Full-time (36 hours per week)	52 weeks per year (including 26 days paid annual leave plus bank holidays)
Start date	As soon as possible		
Application Closing Date	18 th March 2025 at 4pm		

A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An introduction to the role

A message from the Director of HR

Thank you for your interest in the post of *HR Advisor*. We are looking to appoint an enthusiastic, dynamic and highly organised individual with strong interpersonal skills to support our central HR team in delivering our Trust's people strategy. The *HR Advisor* will be instrumental in supporting several key elements of HR, including supporting school and Trust leaders with employee relations cases, the development of processes and policy, and the preparation of HR related documentation (contracts, letters to support processes etc). In addition, the postholder will provide support to the Director of HR to establish a culture of quality HR support and positive employee engagement.

This role provides an outstanding opportunity for someone keen to develop their skills and experience in HR, whilst making a significant impact towards strengthening the Trust's ambitions for its staff and their wellbeing, thus supporting our aim to provide an 'exceptional education for all'. The successful candidate will have the ability to demonstrate sound knowledge of HR case management, administration and a reasonable understanding of employment law.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. To apply, please submit an application via the TES portal, attaching a statement of no more than two sides of A4 outlining your suitability for the post. If you have any queries or would like an informal discussion about the role, please contact me at Liz.James@tct-academines.org. I would be pleased to speak with you.

Best wishes,

Liz James
Director of HR

About The Collegiate Trust

“Exceptional Education For All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in 2024 will bring our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust’s Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

What will I be doing?

HR Advisor

Job Description

Scale:	£33,360 (P22) - £36,930 (P26)
Contract:	Full Time Permanent
Hours (may be flexible):	36 hours per week
Location:	Based at TCT Office at Riddlesdown Collegiate, Croydon, with some travel to other schools. One day per week working from home in arrangement with line manager.
Purpose of the Post:	To support the operational delivery of our HR function and provide an effective HR service to staff and senior leaders within the Trust.
Reporting to:	Director of HR (DHR)

Principal Accountabilities:

(not an exhaustive list, additional duties may be required by the role)

1. Employee Relations (ER) Advice and Support

- Attend meetings or provide telephone and email advice as appropriate to support to all academies within the Trust on capability, absence, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality and other relevant matters, escalating as necessary to the DHR.
- Advise line managers on the correct policy and procedure to follow in ER cases, and offer coaching/support for processes as needed, including disciplinary, grievance, capability, absence, probation (and any other HR related procedure/Policy).
- Conduct investigation meetings and complete necessary paperwork as necessary.
- Attend on-site visits to individual schools to support informal and formal disciplinary, capability, grievance, absence cases and hearings, advising the Principal or Head of School, SLT, and/or panel.
- Manage and provide support to all schools within TCT, ensuring compliance with employment law and provision of advice consistent with TCT policy.

2. HR Training and Development

- Assist with the development and facilitation of HR training and development program for Principals or Heads of School, senior leaders, managers, and governors, including supporting the delivery of training on managing absence, performance management, capability, and disciplinary.
- Provide support to members of staff considering retirement by identifying and signposting staff to relevant courses and information.

3. HR Policies and Procedures

- Support the HRD with drafting and/or updating HR policies and procedures.
- Ensure updated HR policies, procedures, and management toolkits are available for the Trust in line with the review cycle and changes in employment law.

4. Recruitment and Safeguarding

- Support recruitment across the Trust, including checking of job descriptions and advertisements, posting vacancies, supporting the process of shortlisting candidates, and supporting schools in how to arrange interviews.
- Ensure all new job descriptions, person specifications and role adverts are fully reviewed, accurate and approved at Trust level.
- Manage the recruitment process for Central Team recruitment. Responsible for overseeing and placing adverts, organisation of application packs and the distribution of packs to applicants.
- Provide advice and support to those hiring new staff on safer recruitment expectations and best practices for recruitment and selection, ensuring compliance with employment law and Trust policies.
- Support the onboarding process for new employees, including induction and probation processes.
- Support Senior Staff in ensuring probationary reviews are conducted within appropriate time frames, offering advice and support on the process.
- Ensure that all pre-employment checks and processes have been completed to the expected standard and by agreed deadlines.
- Oversee and audit the Single Central Record across the schools, ensuring all legal requirements are met.

5. General Administration

- Ensure the safe and secure maintenance of personnel files, storage and archives.
- Maintain accurate employee records and ensure relevant colleagues (e.g. payroll) are informed regarding amendments and pertinent information as appropriate.
- Ensure that contracts, offer letters, variations to contracts, changes to terms and conditions and other written communications are produced as appropriate, to a high standard, on time and in accordance with Trust templates.
- Support the Director of HR in the development of the Trust's HR Strategy.
- Support the Director of HR in the development and integration of HR policies, systems and practices.
- Support the development of wellbeing programmes as part of the Trust's approach to recruitment and retention.
- Support the Trust's approach to organisational change (e.g. restructuring, redundancy, TUPE).
- Manage the collation of HR data for statutory and sectoral returns and work with the Director of HR on internal analysis of relevant workforce data and KPIs to inform the development of the HR Strategy.
- Support the development of HR technology and processes to ensure efficient and effective management and implementation of HR information, policies and procedure.
- Contribute more widely to the Trust, supporting its vision and values.

Person Specification

All our staff MUST be able to fulfil to following criteria:

Qualifications	
1	Relevant HR qualification, e.g. CIPD L3 or 5 (Consideration will be given to individuals with proven experience of HR Advice and Employee Relations Case Work)
Experience	
2	Experience in providing high quality advice to senior leaders on HR issues, preferably within an education setting
3	Knowledge of current employment legislation and HR best practice
4	Experience of supporting an organisation's HR function directly with senior staff
5	Knowledge and understanding of safeguarding, including safer recruitment and the Single Central Record, as well as equal opportunities and diversity
6	Knowledge and understanding of national terms and conditions for teachers, local government support staff, school workforce census and the academy sector
7	Experience of working in a dynamic workplace environment, supporting complex change and development
8	Effective management of employee relations casework
9	Experience of overseeing the full employee cycle from recruitment to exit
Skills & Attributes	
10	Excellent interpersonal skills with the ability to communicate effectively orally and in writing
11	A 'can do' attitude, and willingness to help out where needed, and an enthusiasm for working collaboratively to help teams achieve their goals
12	Ability to develop sound working relationships with staff at all levels
13	Ability to manage a complex and varied workload, meeting conflicting deadlines, whilst maintaining attention to detail
14	Ability to demonstrate effective organisational and time management skills
15	Ability to act with confidentiality and discretion, and work within GDPR regulations
16	A solution focused approach to challenges, and self-driven initiative taking
17	Willingness to work flexibly
18	Ability to demonstrate compassion/empathy whilst also being able to hold difficult conversations
19	Integrity
20	A good level of experience of using ICT though databases and Microsoft Office

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org.

Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.