

St Benedict Catholic Academy Trust

HR Manager Recruitment Pack



St Benedict
CATHOLIC ACADEMY TRUST



Wisdom, Faith & Virtue

Welcome from the CEO



HR Manager

Dear Applicant

On behalf of the board of Trustees of St Benedict Catholic Academy Trust, thank you for your interest in this crucial role.

The appointment of our first HR Manager is an incredibly important moment in our stewardship of the Trust, and we are looking forward to meeting what we are sure will be an inspiring group of candidates.

This is a rare, exciting and rewarding opportunity for a HR professional to make a real difference to the future of our schools, and help develop Trust-wide systems and practice.

As the HR Manager at St Benedict Catholic Academy Trust, you will be responsible and accountable for the development and operational management of the core HR function within the Trust. You will help drive a culture of continuous improvement across the Trust alongside our Central Team and Schools.

As a new Trust, we are very much in the start up phase and we are looking for a HR professional with the suitable experience and skill set to help us develop our growing workforce.

If you have the ambition, ability and experience to help us deliver for our staff and young people then we'd love to hear from you.

Jonathan Ronan
Chief Executive Officer (CEO)
St Benedict Catholic Academy Trust

Our Vision

As a family of schools, our vision is to be a beacon of exceptional Catholic education.

Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavour.

Our Aims

We will

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn

Our Culture



Our Journey So Far

St Benedict Catholic Academy Trust was incorporated on 5th September 2023 and we opened with our founding schools (2800 pupils) on 1st April 2024. These 4 high performing Catholic schools have a long history of working together and have taken the decision to move to a multi-academy trust model to better face the challenges that exist in today's educational landscape.

It is the Diocese intent for the Trust to expand over the next 5 years in line with our growth strategy. The Board of Directors support this direction of travel and are actively engaging in conversations with Catholic schools in the surrounding boroughs to identify further partner schools.

We have built an excellent working relationship with Southwark Diocese, DFE, and Local Authorities collaborating on how we can best provide for the young people in our care.

Priorities and Challenges

- To recruit more Directors
- Demonstrate stability after our opening in April 2024
- Growth planning- managing expectations
- Working collaboratively with other Southwark Diocese Multi- Academy Trusts

Our Support Structure

As we grow as a Trust so will the structure that supports it. Our Central Team work alongside our board of trustees and our schools to deliver the highest quality education and support for our pupils. Across our founding four schools we currently have over 500 staff, and this will grow in the short-term with four more schools expected to join the Trust in Spring 2025. We put people at the heart of everything we do and are committed to our staff and our pupils.

Our Founding Schools

Primary

Our Lady and St Philip Neri Primary School, Lewisham
St Anthony's Catholic Primary School, Southwark

Secondary

Bonus Pastor Catholic College, Lewisham
St Michael's Catholic College, Southwark

Phase 2 - Spring 2025

Primary

St George's Cathedral School, Southwark
St Joseph's Catholic Primary School, Southwark

Secondary

St Matthew Academy, Lewisham (all-through including Primary)
St Paul's Academy, Greenwich

For further information about our Trust, please visit www.sbcacat.co.uk

Job Description



Post	HR Manager
Salary	circa £50k
Contract	Full Time Post
Reporting to	Chief Operating Officer (COO)

Job Summary

As the HR Manager for St Benedict Catholic Academy Trust, you will develop the existing HR services within the Trust, be an integral part of establishing an HRIS, and work with senior leaders to identify the future HR needs for the organisation.

You will help drive a culture of continuous improvement across the Trust, both within the Central Team and our Schools.

Key Responsibilities:

Specific Responsibilities are varied and include but are not limited to the following:

- Support the development and implementation of HR initiatives and systems
- Develop and continuously monitor HR policy and procedures to drive performance and mitigate disputes, recommending changes where necessary, and providing guidance and support to managers and employees on implementation of relevant policies and procedures
- Be actively involved in recruitment - preparing job descriptions alongside recruiting managers, preparing interview questions, posting job advertisements and managing the hiring process
- Oversee the creation and implementation of effective onboarding plans including induction
- Assist line managers in performance management processes
- Support the management of employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
- Advise managers on the terms and conditions of employment and knowledge share both employment law and best practice with them.
- Provide first line advice on current and existing benefits for employees and managers.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Help develop an effective and targeted Learning and Development/CPD function
- Help develop a Trust-wide Talent/High Potential Strategy
- Support change management processes (to include; restructures, TUPE etc)

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable
A. Education and Qualification		
Educated to degree level		*
CIPD Level 5-7 (or equivalent professional experience)	*	
CIPD membership		*
B. Faith Commitment		
Catholic in full communication with the Catholic Church both in terms of practice and personal standing		*
C. Experience		
Minimum five years proven HR generalist experience	*	
Experience of working in an educational environment		*
Proven experience of team working and team building	*	
Proven successful management experience of achieving targets within time and resource constraints	*	
Experienced in developing and supporting line managers through change.	*	
Experience with IT programmes and HR systems	*	
Experience of HR Information Systems (HRIS) and payroll systems		*
D. Skills		
Excellent communication and interpersonal skills	*	
The ability to develop and maintain effective relationships, and to work collaboratively across all levels of the business	*	
Ability to advise and work with senior members of staff	*	
Ability to manage difficult conversations and conflict	*	
Ability to design clear and fair organisational policies	*	

Strong customer service and practical, problem-solving skills.	*	
An ability to maintain confidentiality and act with discretion and diplomacy	*	
Ability to lead others with energy and enthusiasm	*	
Ability to manage change effectively	*	
E. Knowledge		
Excellent knowledge and understanding of HR Issues and procedures	*	
Strong knowledge of employment law/legislation and its application	*	
Working knowledge of Equality Act 2010 and application of EDI best practice in the workplace	*	
Knowledge of HR Policy development and application	*	
F. Attitudes and Behaviour		
Honesty, integrity and transparency in dealing with people and organisations	*	
High expectations of staff and commitment to their professional development	*	
Commitment to the achievement of success through collaboration and empowerment	*	
G. Other		
The ability to travel to facilitate requirements of the role	*	
Flexibility to undertake the duties of the post, and other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility	*	

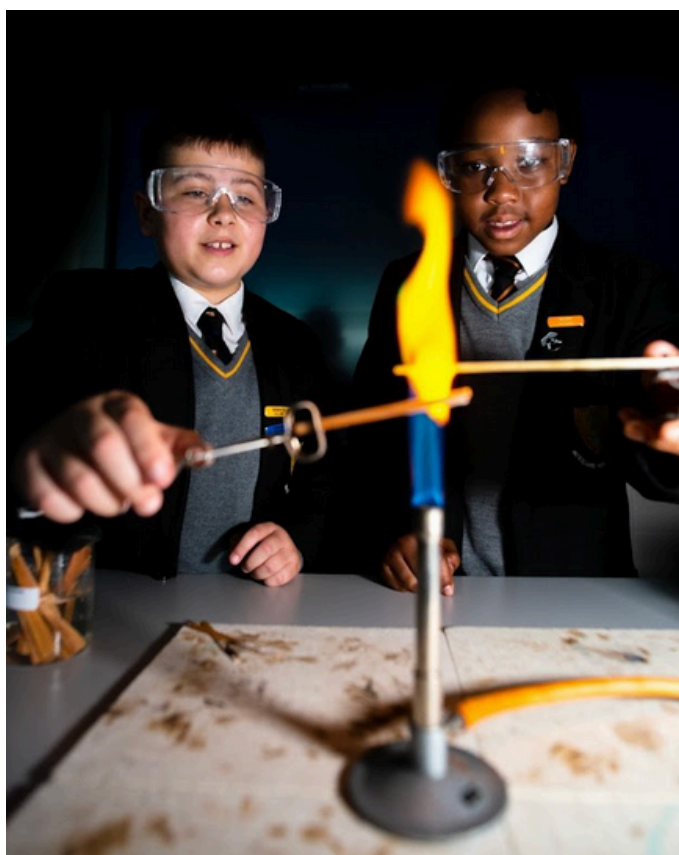
Application Procedure

Applicants should complete the CES senior leadership application form available to download from the website. It should include a personal statement maximum of two sides of A4 outlining their desire and suitability for the role outlined above. The forms, together with a covering letter, should be returned so that it is received no later than **Midday Friday 31st January 2025**

Please email to: m.henaughan@sbcacat.co.uk

It is anticipated that interviews will take place w/c **10th February 2025**. References will be requested for all candidates invited to interview.

For an informal confidential conversation please contact Matt Henaughan, Chief Operating Officer via email m.henaughan@sbcacat.co.uk



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