

# HR Systems Manager

Creative Education Trust  
January 2024



*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of HR Systems Manager at Creative Education Trust.**

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it

provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:

[www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

Our HR Manager, Vanda Roy would be delighted to discuss this role with you and is available on [Vanda.Roy@creativeeducationtrust.org.uk](mailto:Vanda.Roy@creativeeducationtrust.org.uk)

I look forward to receiving your application.

Yours sincerely,  
Marc Jordan - CEO

**“We are looking for an experienced colleague who can manage our integrated HR and Payroll system.”**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# HR SYSTEMS MANAGER

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### LOCATION

Head office (hybrid) with occasional travel to Trust schools throughout England

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### REPORTING TO

HR Manager

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### HOURS

Full time, Permanent  
37 hours per week, 52 weeks per year

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### SALARY

Up to £50,000 per year

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### THE ROLE

The HR Systems Manager will support the HR team by managing the HR systems, in particular iTrent our integrated HR and Payroll System. The postholder will ensure that all HR systems are introduced, maintained and developed to deliver the People Strategy and wider business objectives.

With experience administering, configuring and managing iTrent, the successful candidate will provide first class advice, guidance & support to colleagues in the People Team and the wider business to ensure we leverage iTrent and our other HR systems to their maximum capability.

You will also have significant experience in managing and auditing data to produce accurate and insightful management and KPI reports that support business decisions.

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### KEY RESPONSIBILITIES

- Lead on the maintenance and development of the integrated HR and payroll system (iTrent) and any other HR systems, taking a lead on identifying possible developments and improvements to the system and playing a key role in implementing agreed changes, working with the HR Team, IT, Finance and any other relevant departments as required.
- Continue to build the system using platform software to the requirements of the service, using both new and existing workflows, data conversions, workflow emails, templates, e-learning requirements streamlining HR processes and saving resources.

- Develop, test, and improve the system as required.
- Using information gathered from research and/or upgrades to the environment with process mapping ensure that the system is fit for purpose and streamlined.
- Investigate, fix and document reported defects. On occasion, this may include out of normal office hours work where necessary.
- To ensure structures and posts are accurate and maintained, in line with finance budgets and reforecasts for relevant business units.
- Management of bulk downloads and uploads to support routine processes such as pay review.
- Work closely with the HR Team and other departments to ensure efficient integrations between all HR systems and any other business systems by working with and supporting the HR Team and any other departments.
- Producing accurate and informative management and HR reports for a range of audiences that drive HR and business KPI improvements.
- To take a lead role in the specification, procurement, implementation, development and review of appropriate HR and Payroll systems (currently iTrent).
- To act as HR Systems Lead on cross organisational projects to improve the quality of the Trusts data.
- Be the key point of contact with external HR system providers and work closely with colleagues in IT and Finance to ensure that contracts are managed effectively and that suppliers are held to account in line with agreed SLAs.
- To take the lead on projects designed to develop and enhance the Trust's HR and related systems, ensuring that such projects are properly scoped, resourced, managed and delivered on time and on budget.
- To be responsible for the development and maintenance of HR system security, including implementation and maintenance of the organisational and authorisations hierarchy and appropriate access restrictions.
- To ensure that technical documentation is created and maintained and is accurate and complete for all systems.



- To ensure that user guides and training materials are complete, accurate, accessible and meet the needs of system users. To develop and maintain appropriate training mechanisms for users, including written guides, on-line and face to face training.
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- Lead on regular monthly and annual changes affecting the system (e.g. any changes affecting payroll, pension banding changes and annual changes to pay grades).
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- Take responsibility for the day to day running of the HR system helpdesk and ensure that tickets are assigned and resolved in line with Service Level Targets.
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- As the in-house expert on HR/Payroll systems, to act as mentor to HR staff on the use of iTrent, Business Objects and other HR systems.
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- Through user groups, to liaise with other HR and Payroll IT system users on best practice usage within and outside of the Education Sector and influence software development with the provider.
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This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

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The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer

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The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

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The duties may be varied to meet the changing demands of each academy at the reasonable discretion of the Director of Human Resources.

# PERSON SPECIFICATION

	ESSENTIAL
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Relevant experience in an HR systems management role in a large and complex organisation with direct responsibility for maintaining and developing HR and Payroll systems.</li> <li>Thorough knowledge of complex HR Systems (preferably iTrent) and intermediate to advanced user of Business Objects, with the ability to create reports from scratch.</li> <li>Experience of managing multiple relational databases and their interfaces.</li> <li>Experience in the development of internal service level agreements / standards.</li> <li>Experience of driving service improvement through systems and processes.</li> <li>Experience of developing and delivering internal user training.</li> <li>Knowledge and experience of system integration</li> <li>Knowledge of terms and conditions of employment (preferably School Teachers Terms and Conditions and Green Book).</li> <li>Demonstrable, successful project management experience.</li> <li>A good working knowledge of payroll, other relevant employment and data protection legislation and related processes.</li> <li>Experience of managing system supplier contracts.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Excellent understanding of data analysis and interpretation.</li> <li>Excellent interpersonal and communications skills; confident to liaise with people at all levels, and the ability to explain technical procedures to a non-technical audience.</li> <li>Effective problem-solving skills.</li> <li>Excellent excel skills.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>An understanding of up-to-date safeguarding requirements and best practice.</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Willingness to work hours flexibly to accommodate need to work some evenings and occasional weekends.</li> </ul>
Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts..	