

# People Operations Manager King Edward VI College Candidate Pack



# The Role

## People Operations Manager (POM)

**Start Date:** ASAP

Sixth Form College Support Staff Pay Scale Range 21 to 23

£37,401 - £39,441 per annum

Full time, permanent 1 FTE

**Closing Date for Applications:** 9am 25 August 2025

**Interviews to be held:** week commencing 01 September 2025

### The opportunity

Join the Better Futures Multi-Academy Trust People Team and help shape outstanding People operations across our organisation.

Based at King Edward VI College in Nuneaton, this role is part of a Trust-wide team working alongside colleagues at all three of our sixth form colleges: Gateway, Bilborough, and King Edward VI.

We are looking for a People Operations Manager (POM) to oversee the daily delivery of HR systems, data management, and employee lifecycle processes.

Reporting to the Chief People Officer, you will play a key role in ensuring consistent, compliant, and high-quality people services across the Trust—supporting our culture, values, and commitment to delivering a positive and inclusive employee experience.

### What We're Looking For:

- Experience in HR management roles
- Strong understanding of HR laws, policies, and procedures
- Excellent interpersonal, communication, and conflict resolution skills
- Strategic mindset with a hands-on approach

If you have these skills and attitudes, we would love to hear from you.

At BFMAT we value our employees, and we recognise that they are vital to our continued success. We offer a forward-thinking, welcoming environment with supportive colleagues and access to continuous professional development.

We are a Trust with a diverse student community. We particularly welcome applications from ethnic minorities as they are currently under-represented within our teaching staff.

The Trust is committed to safeguarding and promoting the welfare of all students in our care and expects all staff and volunteers to share this commitment. All staff appointments are subject to pre-employment screening including DBS clearance. We are an equal opportunities employer.

Our organisation is proud to be a Disability Confident employer, committed to creating an inclusive and supportive workplace for people of all abilities.

For further details or to apply for this vacancy please follow this link:

<https://www.tes.com/schools/employers/1048421/current-jobs> , visit our website

<https://ke6n.ac.uk/> , email [hannah.reeves@bilborough.ac.uk](mailto:hannah.reeves@bilborough.ac.uk). To request an application form in an alternative format, please contact the People Operations Assistant on 024 7632 8231.

CVs will only be accepted alongside a completed application form.

# People Operations Manager

## Job Description

### People Operations Manager

Reports to Chief People Officer (CPO)

### Key Purpose/ Responsibilities

- Will have responsibility for the operational oversight of HR systems, and data administration at a Trust-wide level
- Will maintain Data Integrity and Systems Management across HR systems and people processes
- To ensure compliance with statutory workforce requirements, including accurate and timely submission of reports, while managing pay structures, contracts, and legal obligations.
- To oversee the administration of the employee lifecycle, recruitment, onboarding, conflict resolution, and key HR processes, ensuring seamless operations and adherence to HR best practices.

### Main Duties and Responsibilities

1. **Systems and Administration:** To oversee and implement Trust wide HR operations, systems, data administration, and compliance with statutory requirements at an operational level, contributing to the strategic vision, values and culture of the Trust.
2. **Data Management and Admin (Perks & HR Systems):** Oversee data integrity for key HR processes, including perks administration and managing platforms such as policy review, CipHR, OfficeVibe, and leadership feedback systems.
3. **Responsibility for Statutory Workforce Returns:** Ensure compliance with statutory requirements for workforce reporting, maintaining accuracy and timely submission of reports.
4. **Pay and Contracts:** Manage employee compensation structures, contract administration, and ensure they are compliant with legal requirements and aligned with market standards.
5. **Administration of Recruitment and Onboarding:** Oversee the administrative processes involved in recruitment and onboarding, ensuring seamless operations and alignment with HR best practices.
6. **Conflict Resolution, Complaints, Disciplinaries, and Grievances:** Administer processes related to conflict resolution, handling employee complaints, and managing disciplinaries and grievances, ensuring fair and consistent application of policies, working with Leaders across the trust.
7. **Administration of Key People Development & HR Systems:** Ensure effective utilisation and maintenance of HR platforms such as CipHR, OfficeVibe, and leadership feedback systems, optimising the use of technology to support HR functions.

## **HR Manager Person Specification**

### **Essential Criteria:**

#### **1. HR Systems and Data Management Experience**

- Proven experience managing HR operations, including HR systems, data integrity, and administration (e.g., CipHR, OfficeVibe).

#### **2. Compliance and Statutory Reporting**

- Experience ensuring compliance with statutory requirements for workforce reporting and HR processes.

#### **3. Compensation and Contracts Management**

- Strong understanding of managing employee compensation structures, contract administration, and ensuring compliance with legal and market standards.

#### **4. Recruitment and Onboarding Administration**

- Demonstrated ability to oversee the administrative aspects of recruitment, onboarding, and aligning processes with HR best practices.

#### **5. Conflict Resolution and Disciplinary Processes**

- Experience in handling conflict resolution, employee complaints, and managing disciplinarys and grievances, ensuring fair and consistent policy application.

#### **6. Leadership and People Development Support**

- Ability to work collaboratively with leaders across the trust to support key people development initiatives.

#### **7. HR Systems Optimisation**

- Proven ability to effectively utilise and maintain HR platforms to optimise operational efficiency and support HR functions.

#### **8. Strong Communication Skills**

- Excellent interpersonal, written, and verbal communication skills, with the ability to engage and influence stakeholders at all levels.

### **Desirable Criteria:**

#### **1. Strategic HR Vision Contribution**

- Experience contributing to the strategic vision, values, and culture of an organisation.

#### **2. Knowledge of Market Trends in Compensation**

- Awareness of market trends and best practices in compensation and benefits administration.

### **3. Change Management Experience**

- Experience managing or supporting organisational change initiatives, particularly related to HR systems and processes.

### **4. Experience with HR Tech Tools**

- Familiarity with other HR-related tech tools and platforms beyond CipHR and OfficeVibe.

### **5. HR Qualification or Proven Experience**

- Chartered Institute of Personnel and Development (CIPD) certification or equivalent HR qualification/ Experience.

### **6. Project Management Skills**

- Experience managing HR-related projects, ensuring timely completion and alignment with organisational goals.

### **7. Knowledge of Employment Law**

- In-depth understanding of employment law and HR compliance, with the ability to advise on best practices.

### **Generic duties for all College Staff:**

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a college setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

***This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.***



# People Operations Manager

## Attributes, Values & Behaviours

### Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others;

#### Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focusing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focusing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details, act as doers, not just thinkers.

#### Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & with external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve.
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

#### Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.
- Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

## Genuine

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times. Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually to help them further develop & thrive at work.
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our thinking.
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values.

# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

## Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

Contract:	Full time, permanent 1 FTE
Salary Scale:	Sixth Form College Support Staff Pay Scale Range 21 to 23 £37,401 - £39,441 per annum
Start Date:	ASAP
Pension:	Membership of the Local Government pension scheme

1. Application is by means of:
  - a completed Application Form
  - a completed Equal Opportunities Form
  - a completed Disclosure Form

When completing your application please comply with all instructions detailed on the application form. *You are asked NOT to send a Curriculum Vitae (CV).*

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

## 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview.

If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

## 3. Health

If you are successful in your application, you will be required to complete a medical questionnaire.

This will be submitted to the Occupational Health Service, and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

## 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted.

You will be required to provide proof of all the qualifications you declare on the application form.

## 5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).



## 6. DBS Disclosure

If you are successful in your application, you will also be required to complete a DBS application, at an Enhanced level, which will enable a check to be made with the Criminal Records Bureau on any

Criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp-addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date, you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.ke6n.ac.uk](http://www.ke6n.ac.uk)

Closing date for applications: 25 August 2025 at 9am

Interviews to be held: week commencing 01 September 2025

Please note, where we receive a high number of applications for a vacancy, we reserve the right to invite candidates to attend an interview before the advertised closing date. We therefore recommend you submit your application as soon as possible.

Applications should be addressed to:

The People Team  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

The College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to undertake a criminal record check via the DBS.

The College promotes diversity and welcome applications from all sections of the community.

All candidates with a disability will be offered an interview should they meet the minimum requirements of the post.

The College is committed to the continuing professional development of all staff.

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust  
King Edward VI College, King Edward Road, Nuneaton – CV11 4BE  
Tel: 024 7632 8231  
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Website: [www.ke6n.ac.uk](http://www.ke6n.ac.uk)