

# Head of HR Operations

Ref: XXX

Establishment: Co-op Academies Central Trust

Location: 1 Angel Square

Salary: £70,966

Department: HR

Support Staff Job Type: Full Time or substantial part time

Closing Date: three weeks from date posted

Interview Date: TBC

Start Date: TBC

## Additional Information

Contract Type: Permanent Contract Term: AYR

Hours per Week: 37.00 Weeks per Year: 52.143

Hybrid working: minimum two days a week in the office

## The Role

We are seeking a **Head of HR Operations** to join our team at the Co-op Academies Trust.

The purpose of this role is to lead the HR operations team, ensuring the delivery of efficient, compliant, and people-centric services that support our evolving workforce. You will combine strategic oversight with operational delivery to provide excellent, value-for-money operational HR services that are aligned with our values and help the Trust achieve its objectives. A key aspect of this role is to lead on HR policy reviews and operational effectiveness.

As a key member of the HR Leadership Team, you will lead end-to-end HR service delivery across the entire employee lifecycle, including onboarding, contractual changes, absence management, and offboarding. You will also be responsible for building and leading a high-performing HR team, driving continuous improvement, innovation, and resilience across HR Operations to support our employee journeys. The ideal candidate will be a Chartered CIPD professional or have equivalent experience and a proven track record of leading multi-disciplinary HR Operations or Shared Services at a senior level. A strong understanding of people systems, compliance frameworks, and service delivery models is also essential. You'll need to demonstrate expertise in using data-driven insights to make strategic decisions.

The Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This post is subject to an enhanced DBS check with appropriate children's and/or adults barred list checks if necessary.

We are an equal opportunity employer and encourage applications from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage or civil partnerships.

**\*\*No agencies unless by prior agreement.**

## **Why us?**

Co-op Academies Trust is a place where you are part of something bigger, through a leading education and opportunities to serve our community, we are working together to make a better world.

From ages 3-19 Co-op Academies Trust supports students in Primary, Secondary and Special schools across the North of England, giving children the skills and experiences they need to succeed, no matter where they come from.

What makes our Trust unique is that we are [sponsored by the Co-op Group](#). That close relationship means that we benefit from all the business expertise that has seen the Co-op grow to one of the most respected, successful businesses in the country.

Everyone in the Trust honours our fundamental commitment to the Ways of Being Co-op. They are our DNA; they represent our culture and reflect the rationale behind our decision-making. No matter what we do, they are how we do it.

Our ways of being are:

- Be Yourself, Always
- Show You Care
- Do What Matters Most
- Succeed Together

In 2025, we have 38 academies as part of the Co-op family, across 4 regions.

## **Our Values**

Being part of the Co-operative Group, we are both guided and driven by the Co-op values which are embedded in everything that we do within our Academy - We strive to demonstrate the following ethical values in everything we do - they are our 'Ways of Being':

Succeed together

Do what matters most

Be yourself, always

Show you care

So, if you believe in our values, we would love to hear from you!

## **We offer a wide range of benefits and rewards to recognise the part you play in our success:**

Benefits include:

You'll get being a Co-op member, you'll get a Co-op colleague discount card.

This gives you a 10% discount in our Co-op Food stores.

Co-operative flexible benefits (discounted line rental and broadband package, family care advice and cycle to work scheme)

Discounted gym membership and leisure activities which includes discounts on Merlin Entertainments (Sea Life, Legoland etc), Virgin Experience Days, SuperBreak and many more

Co-operative Credit Union: save directly from your salary and receive a competitive dividend. Borrowers can benefit from very competitive interest rates & terms (in comparison with other high street lenders)

Co-op Funeralcare benefit

Season ticket and rental deposit loans

If you would like an informal conversation before applying for the role, please contact [helen.jackson@coopacademies.co.uk](mailto:helen.jackson@coopacademies.co.uk) for some time w/c 1st September or w/c 8th September.

*For more information about the Co-op Academies Trust, please visit:*

*[www.coopacademies.co.uk](http://www.coopacademies.co.uk)*

*The Trust is also committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender*

*reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*