



HR ADVISOR (2 posts)

GRADE 10 (Point 20 to 23)

ACTUAL SALARY: £33,034 - £36,239 (pay award pending)

**Contract: 37 hours per week
(part time/term time working negotiable)**

Start Date: ASAP

CANDIDATE INFORMATION PACK

What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The HR Advisor position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an enthusiastic HR professional to join our central HR service providing advice and support to schools and teams across the Trust. You will support the HR Business Partner with day-to-day management and overall direction and coordination of the HR activities of the MAT. Experience working in a generalist HR role in is essential. Further details can be found in the attached job description and person specification.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Maxine Day, Head of HR & Communications on 01623 859886, via email to hr@esteemmat.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

I'm delighted that you want to find out more about us. Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities
- Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.

We will deliver high standards and value for money from our support services, resources, estate and technology.

We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

The Advertisement

Job Title: HR Advisor

Location: Home based - Role will be hybrid with travel to Esteem MAT central office and school sites essential.

Grade/Scale: Grade 10 (Points 20 to 23) Actual Salary £33,304 - £36,239

Start date: ASAP

Contract: 37 hours per week, all year round (Part time and/or term time only could be considered for the right candidate)

Esteem Multi-Academy Trust currently comprises of thirteen academies throughout the East and West Midlands.

We are eager to appoint an enthusiastic HR professional with relevant experience to support the delivery of a comprehensive Trust HR service.

This key role will be responsible for providing professional HR advice across the MAT, support day to day management and overall direction and coordination of the HR management activities of the MAT and ensure Academies are compliant with relevant legislation. There will also be a focus on wellbeing support for staff and managing our attendance procedures.

The successful candidate will report to the HR Business Partner and will ideally have experience of working in a generalist HR role in an education environment. Experience of managing case work through to dismissal is essential. A valid driving licence and access to a vehicle is essential as travel across the Trust is required for this role.

Benefits include: LGPS Pension Scheme (16.6% employer contributions), 26 days annual leave plus bank holidays, Westfield Health membership and free parking.

For further information, please contact Maxine Day, Head of HR, on 01623 859886, hr@esteemmat.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 31 May 2024 (23:59)

Interviews: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job Description and Person Specification

Job Description: HR Advisor

Esteem Multi-Academy Trust

Post Title:	Human Resources Advisor
Location:	Home based - Role will be hybrid with travel to school sites essential.
Purpose:	With support from the Head of HR, act as professional HR Advisor for the MAT ensuring compliance with sickness absence policies and procedures
Reporting to:	Senior HR Advisor
Liaising with:	The Executive Team (Academy Headteachers) Academy Business Managers
Working Time:	37 hours per week, All year round (Part time and/or term time only could be considered for the right candidate)
Salary/Grade:	Grade 10 (point 20-23) £31,109 - £34,314
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<ul style="list-style-type: none"> • Provide a HR advice and support service for academies and manage HR casework as appropriate, liaising with the HR Business Partner, Head of HR and employment law providers as necessary • Support day to day management and overall direction and coordination of the HR management activities of the MAT, ensuring all systems, structures and staffing are of a high standard and meet the MAT's requirements • Support policy harmonisation process and objectives for people management, which are consistent with Esteem MAT's strategic objectives and support identifying, developing and implementing the required procedures, systems and controls • Lead on wellbeing initiatives for the MAT. This will include being proactive to support staff but also reactive in line with our managing attendance policy. • Deliver fit for purpose systems and controls that will enable the academy business managers to maintain HR and payroll records in a consistent form, make regular reports and statutory returns as required and manage the workforce in an efficient and effective manner • Establish a high level of credibility and develop and manage strong, co-operative working relationships with the academy Headteachers and business teams, and other internal and external stakeholders • Support the development of a performance management culture for both the academies and the central business team which recognises and values the contributions of staff, setting high standards and expectations and challenging underperformance
Other Generic Responsibilities:	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT eg. Safeguarding, Health and Safety, Equal Opportunities 	

- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: HR Advisor Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Experience of working in a generalist HR role • Development, management and operation of efficient and effective administration processes • Experience of dealing with employee relations and trade union issues • Managing case work and giving advice to management on HR issues including dismissals • Developing and implementing HR policies • Driving licence and access to a vehicle – Travel to school sites is essential. • Level 5 HR Qualification or equivalent experience
Desirable	<ul style="list-style-type: none"> • Experience of working within an academy or a multi-academy trust • Experience of working over multi-site organisations • Experience of working in a generalist HR role in an education/public sector environment • Membership of CIPD • Experience of advising on staff well being and health issues and initiatives
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Knowledge of local government and teachers' terms and conditions of service • Sound knowledge of employment legislation and good practice • Ability to make risk-based judgements and recommendations and act with professionalism and discretion • A flexible working approach • Strong ICT skills • Ability to develop, promote and maintain effective working relationships at all levels • Ability to prioritise, plan and organise self and others • Creative thinking with the ability to anticipate and solve problems • Ability to communicate effectively to a range of audiences • Personal energy and resilience in the face of challenge • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults
Desirable	<ul style="list-style-type: none"> • Knowledge of employment practice within schools/academies financial reporting and audit requirements • Knowledge of Health and Safety practice and legislation • Knowledge of HR/Payroll systems development

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Applications are completed online via our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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