



HR Manager Application Pack

Letter from the CEO

November 2024

Dear Applicant

Thank you for the interest you have shown in the post of HR Manager here at the St Thomas Aquinas Catholic Multi Academy Trust (CMAT).

I would like to share some information with you about our organisation to help you decide if this is the right place for the next step in your career. Ours is a large, thriving educational trust of over 8,600 young people and around 1,200 members of staff across 23 schools. We came into being on 1st September 2018 to enhance, nurture and facilitate all the Catholic schools across Leicester and Leicestershire. In that time, we have seen the schools go from strength to strength supported by a central team which takes responsibility for leading school improvement, safeguarding, chaplaincy, HR, finance, estates management, IT, and a range of other services. It is this central team that you could join as HR Manager.

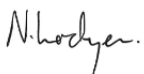
The work of the central team is a very significant responsibility, as well as a wonderful privilege. We seek to ensure that each of our schools can bring our Trust vision into reality; that all our young people tangibly benefit from a consistently outstanding Catholic education. We believe that education is holistic, going beyond excellent examination outcomes and including the development of interpersonal skills, confidence, moral values, and a sense of social responsibility.

The size of our organisation, and our close working relationship with the three other CMATs across the Diocese of Nottingham, means that the opportunities for personal growth and development are varied and numerous. We are blessed with many outstanding practitioners in all aspects of school life and across the central team. Working with these colleagues and accessing the professional development on offer provides a distinctive and exciting opportunity for all members of staff.

In addition to the provisions of the Local Government Pension Scheme and a generous holiday Entitlement.

I hope that this insight into our vision and the opportunities open to our staff has further interested you, and we look forward to receiving an application from you to work in our Trust.

With best wishes



Neil Lockyer
Chief Executive Office

Unit 5, Charnwood Edge, Syston Road, Cossington, LE7 4UZ
Tel. 0116 296 8171
Company No. 08090890





Letter from the HR Director

Dear Applicant

Thank you for your interest in our recent advertisement for the post of HR Manager at St Thomas Aquinas Catholic Multi Academy Trust. This is an exciting opportunity to join a friendly and enthusiastic team and I have pleasure in enclosing details of the post.

The HR Team

Responsible to the CEO for St Thomas Aquinas Catholic Multi-Academy Trust and the HR Director (who is responsible for the HR functions in the four CMATS within the Diocese of Nottingham), the HR team for St Thomas Aquinas comprises:

HR Manager (the advertised post)

2 x HR Advisors (both full time)

2 x HR Administrator (part time)

The Trust's central team are based at Bishop Ellis School, Barkby Thorpe Lane, Thurmaston, Leicester.LE4 8GP.

This post offers an excellent opportunity for the appointee to develop their career in HR. Being a relatively new Trust there will be opportunities to develop and implement the latest HR initiatives in partnership with the HR Managers in the other Trusts in the Diocese. The Trust is committed to providing excellent CPD opportunities for all staff and the role will allow the person appointed both to gain experience in a wide range of HR duties and after the completion of a successful probationary period to be supported to undertake continuous professional development/qualifications in HR .

I look forward to receiving your application—please see the “How to apply” section for further details. In the meantime, if you would like to arrange an informal conversation with myself or Neil Lockyer, CEO, please contact me by email mary.robson@nottingham-des.org.uk

Yours sincerely

Mary Robson

Mary Robson

Director of Human Resources

Job Description

Reporting to:	HR Director
Responsible for:	HR Advisors, HR Administrator
Liaising with:	Trust Executive Team, Head Teachers, other colleagues, Trustees, Governors, NRCDES, Trade Unions and suppliers
Grade/Salary:	S2 (Scale point 35 - 39) £44,711-£48,710
Hours of work:	37 hours per week, all year round (additional hours may be required to meet the requirements of the role)

Core Purpose:

To lead on the provision of a forward thinking, responsive and professional HR service; ensuring the Multi Academy Trust (MAT) remains compliant with employment law, health and safety, conditions of service, policies/procedures, Bishop's Memorandum and best practice.

Specific areas of responsibility and key tasks:

Employee Relations (ER) advice and support

- To lead a team providing responsive telephone, email and face to face advice and support to all academies within the Trust on complex capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness and other absence cases.
- Partner the Headteachers in the MAT to ensure that the People Strategy contributes to school improvement.
- To attend on site visits to individual academies relating to formal and complex disciplinary, capability, grievance, sickness absence cases, hearings or appeals to advise the head teacher, SLT and/or panel.
- To lead the HR team in delivering a responsive helpdesk service to all academies within the MAT, ensuring compliance with employment law and consistent advice in a solution focused manner.
- To ensure the Trust has a proactive approach to absence management, providing advice, guidance and training to manager's and ensuring the HR team provide timely sickness, authorised or unauthorised absence information/data to the Trust's executive team and leaders at individual academies. To attend or lead the team in attending formal welfare and return to work meetings as required (after long term absence) to advise the academy on occupational health recommendations, stress risk assessments, phased returns and reasonable adjustments.
- To resolve ER casework including, where appropriate negotiating and drafting Settlement Agreements.
- To liaise with the Trust's employment law advisors and insurers as necessary regarding risk management, ACAS conciliation, indemnity provision, settlement agreements and employment tribunals..
- To manage the associate pool of investigators and mediators, ensuring high quality experienced professionals are available to academies.

HR Training and Development

- To develop and facilitate a HR training and development programme for Head teachers, senior leaders, managers and governors including delivering workshops on online management, managing absence, performance management, capability and disciplinary.
- To support and coach academy-based staff to ensure that they carry out their roles effectively and in line with best practice and employment law.

HR Policies, Procedures and Management Toolkits

- To support the HR Director in updating, consulting and maintaining a suite of CES or regional HR policies, procedures and management toolkits, including a range of template letters and flow charts for use across all the academies within the Trust.
- To ensure updated HR policies, procedures and management toolkits are available for the Trust in line with the review cycle and changes in employment law.
- To ensure HR policies and procedures are clearly communicated and available to all members of staff as part of their induction and at staff or Trust training events.

Compliance

- To monitor any relevant legal, regulatory, ethical and social requirements and manage the effect they have on the Trust and staff.
- To develop and implement a service level agreement (SLA) for the HR team, monitoring the team's performance against the targets, levels of Head Teacher/NRCDES satisfaction, ensure value for money and production of monthly performance reports to the Director of HR and the Trust's Executive Team.
- To support the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies, e.g. workforce census.
- To ensure the Trust complies with its statutory responsibilities for reporting on HR and employment matters, e.g. gender pay gap reporting, equality impact assessments, academies handbook and competency framework, teacher misconduct case referral to the National College for Teaching and Leadership (NCTL).
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).
- To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of children.
- To be responsible for the effective day to day management and monitoring of the HR budget.
- To ensure the availability of vigorous workforce data (succession planning, staff turnover, absence, gender, ER cases) for Head teachers and NRCDES.

Induction, Talent/Performance Management and Wellbeing

- To work with senior leaders to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/Trust community.
- To develop and implement with the HR Director a talent management programme including career pathways ensuring teaching and associate staff have access to high-quality training and continued professional development opportunities.
- To develop staff wellbeing and engagement programmes, such as staff survey, workshops, regular HR updates to ensure staff feel valued, motivated and supported to provide outstanding educational standards.
- To develop, embed and monitor a consistent performance management framework across all academies within the Trust.

Recruitment and Retention

- To support the Chief Executive Officer by facilitating the interview and selection process for the recruitment of new Head Teachers and Deputy Head Teachers and to work with academies and senior leaders to design and agree the advertising campaign and interview/selection process for the recruitment of staff to Deputy Head Teachers, Assistant Head Teachers and other senior posts.
- To support academies within the Trust with the design and evaluation of new job roles and grading, ensuring consistency and minimise legal risk.
- To verify and sign employment offer letters and contracts on behalf of all academies within the Trust.
- To assist in the retention of teaching and associate staff through the use of innovative strategies and a consistent exit process across the Trust.

Additional Duties

- To attend meetings as required
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding

The St Thomas Aquinas Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Personal Specification

A Training and Qualifications	Essential	Desirable
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification		Y
CIPD qualified at level 5 or equivalent experience	Y	
CIPD membership to at least Associate level		Y
Management training or post graduate qualification		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience of working in an HR function with demonstrable experience of working across the range of HR casework. For example, a strong track record of employee relations case management, such as discipline, capability, absence, grievance and redundancy.	Y	
Previous experience of working/providing support in a HR management function in school/academy setting		Y
Experience of coaching managers to assist them to develop their people management skills	Y	
Successful experience of delivering HR advice and support to senior managers	Y	
Demonstrable experience of HR recruitment and selection procedures	Y	
Experience of contributing to the development and implementation of HR policies in line with employment law		Y
Experience of implementing talent management and wellbeing programmes		Y
Familiarity with operating CES procedures		Y
Ability to successfully lead a team and line manage staff	Y	
Experience of working with trade unions	Y	
C Professional Knowledge and Skills	Essential	Desirable
Evidence of continual professional development	Y	
In depth knowledge of current employment law	Y	

Ability to develop and facilitate innovative and engaging HR training workshops		Y
Knowledge of performance management systems and pay/grading frameworks in a school/academy setting.		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Knowledge of Ofsted, DfE, academy legislation and School Teachers Pay & Conditions document		Y
Knowledge of national and local conditions of service within an education setting		Y
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	

D Personal Attributes	Essential	Desirable
Willingness to support Catholic life in schools	Y	
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	
E Safeguarding	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

How to apply

To apply please visit [Our Vacancies - St Thomas Aquinas – Catholic Multi-Academy Trust](#) and complete the application form.

We cannot accept CVs as an application.

Closing Date: Monday 9th December at 9.00am

St Thomas Aquinas Catholic Multi Academy Trust

On 1st September 2018, the St Thomas Aquinas Catholic Multi-Academy Trust brought together 21 Catholic schools located in Leicester City and Leicestershire together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the St Thomas Aquinas CMAT:

Primary Schools

Bishop Ellis Catholic Voluntary Academy - Leicester
Christ the King Catholic Voluntary Academy – Leicester
English Martyrs Catholic Voluntary Academy - Oakham
Holy Cross School – a Catholic Voluntary Academy – Whitwick
Holy Cross School Catholic Primary School – Leicester
Sacred Heart Catholic Voluntary Academy- Leicester
Sacred Heart Catholic Voluntary Academy – Loughborough
St Charles’ Catholic Primary Voluntary Academy – Measham
St Clare’s Primary School – a Catholic Voluntary Academy – Coalville
St Francis Catholic Primary School – Melton Mowbray
St John Fisher Catholic Voluntary Academy – Wigston
St Joseph’s Catholic Voluntary Academy – Leicester
St Joseph’s Catholic Voluntary Academy – Market Harborough
St Mary’s Primary School – a Catholic Voluntary Academy – Loughborough
St Patrick’s Catholic Primary School – Leicester
St Peter’s Catholic Primary School – a Voluntary Academy – Hinckley
St Peter’s Catholic Voluntary Academy – Earl Shilton
St Thomas More Catholic Voluntary Academy – Leicester
St Winefride’s Catholic Voluntary Academy – Shepshed

Secondary Schools

De Lisle College – a Catholic Voluntary Academy – Loughborough
English Martyrs’ Catholic School – a Voluntary Academy – Leicester
St Martin’s Catholic Voluntary Academy- Stoke Golding
St Paul’s Catholic School – a Voluntary Academy – Leicester