

### **HR Manager – Nottingham**

**Permanent, Full Time, All Year Round**

**Salary: Grade 13, Points 40 to 44; £48,474 to £52,668 per annum**

**Required as soon as possible**

**Based primarily in Nottingham (Bilborough)**

### **About the Role:**

At Archway Learning Trust our students are at the heart of everything we do, and working in our HR team is no exception. We are looking for someone with a shared passion for enriching the lives of our learners through a continued commitment to delivery of high quality service and guidance to our staff.

Reporting to our Chief People Officer, the successful candidate will play an integral role in supporting Principal's and Senior Leaders across our 10 academies; drive change that focuses on valuing people, ensuring fairness, and improve the collective well-being of our trust through key developments as we continue to grow.

### **Responsibilities include:**

- > Leading on the provision of a forward thinking, responsive and professional HR service
- > Collaborating with Principals to ensure that the People Strategy contributes to school improvement.
- > Ensuring the Trust has a proactive approach to absence management, providing advice, guidance and training to managers.
- > Supporting and coaching academy based staff to ensure that they carry out their roles effectively and in line with best practice and employment law.
- > Supporting the People Strategy Director in updating, consulting and maintaining a suite of HR policies, procedures and management toolkits.
- > Providing support to the Trust and to each individual academy to enable the maintenance of the single central record and to ensure the safeguarding of children. Quality assure the SCRs to ensure compliance.

Previous jobs you may have held: HR Business Partner, HR Consultant, and People Advisor

### **About Archway:**

Here at Archway, our students are at the heart of everything we do. Archway Learning Trust was formed in 2014, following a rich and successful history at Bluecoat Academy. Since then, we have continued to develop and grow our family of academies to 10 sites across Nottingham and Derby.

We believe in the transformational power of education for each individual and place a strong emphasis on creating an inclusive and collaborative learning environment across our academies.

Our people make our trust, and that is why we place a central focus on developing and empowering our staff through CPD and the provision of well-being support. It is a truly exciting time to join our trust, and the HR Manager will play a central role in the next steps of our journey.

**About you:****Experience/Qualifications**

- Ideally qualified to CIPD level 5/7, or possess equivalent experience.
- Experience of working in a senior HR role with a strong record of accomplishment of employee relations case management.
- Experience of coaching managers to assist them to develop their people management skills.
- Experience of drafting letters, reports and correspondence to a high standard.
- Experience of implementing talent management, wellbeing and diversity programmes.
- Experience within the education sector (desirable).
- Competent Microsoft office user.

**Skills/Personal qualities**

- A tactful and discreet nature to deal with sensitive issues.
- In depth knowledge of current employment law.
- High levels of resilience and emotional maturity.
- Excellent planning, organisation and negotiation skills.
- Knowledge of performance management systems and pay/grading frameworks in education.
- Commitment to Equal Opportunities and valuing diversity.
- Ability to command credibility and respect.
- High level of integrity with an ability to self-evaluate and reflect.
- Conscientious nature.

**What we offer:**

- > Generous Pension scheme.
- > 28 days annual leave, plus bank holidays.
- > The opportunity to work flexibly/hybrid working.
- > Access to generous benefit platform.
- > Funding for CPD, in particular CIPD level 5/7.
- > Flexible hours during school holidays.
- > A supportive environment where self-development is part of our culture.

**To Apply:****Visit [Archway Learning Trust - Vacancies](#)**

If you are interested in the role, we would love to hear from you. When applying, please make sure to describe what you will bring to the role based on your existing knowledge and experience. Please see the job pack for more information (person specification and job description).

Contact us at [HR@archwaytrust.co.uk](mailto:HR@archwaytrust.co.uk) to discuss any details about the role, or to answer any of your questions.

For more information on Archway, visit: [Home - Archway Learning Trust \(archwaytrust.co.uk\)](https://archwaytrust.co.uk)

**Closing date: 9am, Tuesday 7<sup>th</sup> May 2024**

**Interview date: TBC**