

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

The Trust Central Team is based at Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to attend meetings at all Trust sites when required.

HR Manager

Grade 7, SCP 27 to 31, £35,745 - £39,186

Permanent - 37 Hours / 52 Weeks

To start: ASAP

About this vacancy

We are looking to recruit an experienced HR Manager to join our Central Team and contribute to the development of our HR service. This is an exciting opportunity for a candidate who is looking to develop their career further in Human Resources.

The postholder will manage and deliver day to day HR management for the Central team and Trust schools and support the Director of HR. The postholder will lead on the development of the internal HR management system, support the school HR teams and provide HR advice and support to colleagues, including Senior Leaders.

The post holder will report to the Director of HR and applicants are welcome to discuss any aspect of the role with Carly Braid.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Carly Braid (Director of HR) at: recruitment@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: ASAP

Interviews will be arranged on receipt of suitable applications.

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	HR Manager
Profile:	OA 4A
Grade:	7
Grade spinal point range:	27-31
Accountable SLT post:	Chief Operating Officer (COO)
Line Manager of post holder (if different):	Director of HR
Staff to be supervised or line managed by post holder:	Central HR staff including HR Administrators and HR Apprentices
Post holder will work with:	Central team, School Senior Leaders and HR teams
Holiday and sickness relief by/for:	By and for other HR support staff
Purpose of job:	To work as part of a proactive, innovative, and responsive HR team to provide pragmatic, creative and education focused HR solutions and recommendations across the Trust. To build and develop relationships with staff at all levels to provide support, guidance, and challenge where appropriate on all HR related matters. To support the delivery of a professional HR service to Directors/Trustees, Trust leaders, Heads, and employees across the Trust.
	This post may work across the Trust schools.
Version revised:	November 2023

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities

To provide a professional, comprehensive and solution focused approach to operational HR support for the Trust across all our sites. To assist the HR Director in providing high quality employee relations and generalist HR support and advice across the Trust. Work as part of a multi-disciplinary Central team under the direction of the HR Director. This role is multi-faceted meaning that the post holder must be as comfortable and effective in managing reactive case work needs in the Trust/Schools as well as being part of the wider HR team. Duties will include, but not be limited to:

Main duties and responsibilities

Key responsibilities/ Main Duties:

- Working as part of the Central HR Team, you will contribute to the provision of a comprehensive and professional HR service to our Trust/schools, which supports all aspects of an employee's relationship and engagement with the Trust including recruitment, terms and conditions of employment, training, and development activities, ensuring compliance with employment legislation and Trust policies.
- Under the supervision of the HR Director provide advice and guidance to managers during HR case management meetings including sickness absence, disciplinary, capability and grievance.
- Support the HR Director in providing appropriate advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
- Provide advice, guidance and support to School HR and senior leaders in relation to recruitment of staff and recruitment processes generally, including recruitment timelines, advertising, application pack content and candidate assessment activities where appropriate.
- With support from the HR Director, provide advice to relevant stakeholders in relation to the Trust's safer recruitment practises when required and ensure any safeguarding HR interventions are completed.
- Assist the HR Director to ensure regular and consistent monitoring and evaluation of the service provided and report this data as required regularly to the Trustee Board and relevant committees.
- Working with School HR, Heads of Schools and Business Services Managers to ensure effective monitoring of sickness trends and remedial action in accordance with the Trust policy and to assist the HR Director in facilitating a proactive approach to absence management to ensure a smooth return to work.
- Liaise and communicate effectively with trade union representatives, as appropriate.

- Liaise with the Trusts external HR Advisor and Legal provider where appropriate as requested by the HR Director.
- Line manage HR Administrators and other HR staff as required.
- Assist the HR Director as required to support with investigations relating to discipline and grievance casework.
- Assist with supporting the TUPE process during conversion/transfer under the supervision on the HR Director.
- Work closely with the HR Director to support senior leaders with change programmes including staffing restructures across the Trust.

HR records and reporting:

- Provide regular feedback to the HR Director on HR casework being undertaken.
- Prepare HR reports using the HR system by collecting, analysing, and summarising data and trends.
- Maintain employee confidence and protecting the Trust by keeping HR information confidential and consistent with Trust storage and retention procedures under data protection requirements (GDPR).
- Ensure accurate recording of all HR work and record keeping including HR files, minutes, emails, letters, witness statements.
- Assist with HR quality assurance audits across the Trust and ensure HR records are properly maintained and the data acquired is used to develop good HR practice and procedure. This includes assisting the HR Director with the compliance check of each School's Single Central Record.

HR procedures and continuous improvement:

- Manage and lead on the implementation and development of the HR system, including training for line managers and relevant staff.
- Be the HR system point of contact for the school HR team to ensure queries and problems are effectively resolved, including liaising with the HR system provider when required.
- Support with implementation of training to the schools on HR policies and procedures, management performance as well as providing template letters and administrative support where necessary.
- Assist with the development of HR projects and new initiatives or project work where required and as appropriate.
- Contribute to the continuous improvement of HR systems and practices in the organisation.
- Establish effective networks with peer groups across the schools and under direction of the HR Director ensure that HR developments and changes in legislation are shared, and best practice is disseminated effectively.
- Contribute to improving the HR level and skills across the Trust through coaching and mentoring and active participation in problem-solving and appropriate casework.
- Promote and ensure staff are aware of HR policies and procedures through standard channels and assist the HR Director with the updating of relevant documents i.e., the Staff Handbook etc.
- Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice' and continuously strengthen skills and knowledge required for effective HR case management and problem solving.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust/schools, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities – All Business support staff are considered part of the overall support team and may be required to aid colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or the Executive leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: HR Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview T = task(s)
Knowledge, experience and skills			
Experience of working within HR in a generalist role	✓		A / I
Experience of working with HR systems including associated data and reporting functions	✓		A / I
High level IT skills and experience of using Microsoft Office based applications (Word, Excel, PowerPoint, Outlook) and social media / website applications	✓		A / I / T
Knowledge of UK employment law and demonstrable experience of its application	✓		A / I
Experience of working in an educational setting or awareness of the education sector		✓	A / I
Understanding of HR processes and procedures with the ability to administer employment contracts, variations, resignations and update relevant systems	✓		A / I / T
Knowledge of pay and conditions for Local Government services and teachers		✓	A / I
Exceptional written and verbal communication skills	✓		A / I
Good time management with the ability to work under pressure and prioritise to ensure deadlines are achieved	✓		A / I / T
Provide advice on employment terms and conditions, policies and procedures	✓		A / I
Ability to deal sensitively and appropriately with confidential information	✓		A / I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A / I

Evidence of working in a busy environment where experiences included taking initiative and self- motivation	✓		A / I
Ability to work accurately and with attention to detail	✓		A / I / T
Ability to work with discretion and always maintain confidentiality of information	✓		A / I
Interpersonal Skills			
Excellent interpersonal skills with the ability to effectively support and motivate others	✓		A / I
Ability to work effectively and develop relationships with a range of colleagues at all levels	✓		A / I
Ability to support senior management in relevant HR meetings	✓		I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at Grade 4/C or above	✓		A
CIPD Level 5 or equivalent, or related experience	✓		A
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I