



# COLLABORATIVE LEARNING TRUST

Working Together to Secure Success



## HR MANAGER

### INFORMATION FOR APPLICANTS

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NJC Grade PO1 Scale Points 27-30

Term Time plus 10 additional days

3 to 4 days per week for the right candidate

Actual Annual Salary £19,676 – £20,993 based on 22.5 hours per week

Actual Annual Salary £26,235 - £27,991 based on 30 hours per week

**To commence September 2025**



# HR MANAGER

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Location:	Based in Otley, with travel to all Trust schools
Contract:	Permanent
Closing Date:	Monday 30 <sup>th</sup> June 2025
Selection Day:	Week commencing 7 <sup>th</sup> July 2025

## HR MANAGER

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Thank you for your enquiry regarding this post.

Please look on the Trust website [here](#) for more information about the Trust and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

01943 262203

The closing date for applications is Monday 30<sup>th</sup> June 2025. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews to be held Week commencing 7<sup>th</sup> July 2025.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day there will be selection activities and the results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The Trust is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

## INFORMATION ABOUT THE POST

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We are looking to recruit as soon as possible, a skilled, experienced and dedicated HR Manager to join our busy Trust Central Services HR team.

The HR Manager will work closely with our HR Director and two HR Assistants in order to provide the best possible HR provision across the MAT. Working in partnership with all our schools to ensure that all aspects of the Trust's HR, payroll functions and people practices are well managed, in line with statutory and regulatory requirements, including recruitment, professional development, employee relations and policy development.

The successful candidate will be required to hold a full driving licence and have access to a vehicle for travel across all of our 7 schools, fuel expenses will be reimbursed.

## INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

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Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

### VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

### Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

### This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

*'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'*

## COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

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The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

### **Employee Assistance Programme:**

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

### **Pension Scheme:**

We offer a fantastic teaching and support staff pension scheme.

### **Cycle to work scheme:**

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

### **Home & Tech scheme:**

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

### **bYond:**

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

### **Extras discounts:**

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

### **Tastecard Promotions:**

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

### **RAC Membership Cover:**

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

## JOB DESCRIPTION: HR MANAGER

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<b>Name:</b>	
<b>Job Title:</b>	<b>HR Manager</b>
<b>Salary Grade:</b>	<b>NJC Grade PO1 Scale Points 27-30</b>
<b>Contract Type:</b>	<b>22.5 – 30 Hours per week, Term Time Only plus 10 additional days</b>
<b>Responsible to:</b>	<b>Trust HR Director</b>

### PURPOSE OF ROLE

The role of HR Manager will work in partnership with all our schools, to ensure that all aspects of the Trust's HR and people practices are well managed in line with statutory and regulatory requirements, framework of best practice, including recruitment, professional development, employee relations, policy development and supporting the HR Director with strategic priorities and the overall goals of the Collaborative Learning Trust.

### MAIN DUTIES AND RESPONSIBILITIES

- Act as the first point of contact for ER issues across the MAT
- Lead, manage and support our people priorities and provision across our Trust
- Support and lead project work such as change management, organisational design and job evaluation
- Partner with leaders, advising on best practice and establishing strong working relationships
- Provide our Trust with employee relations expertise, leading higher level, complex casework and working alongside our leaders with a focus on grievance and disciplinary, managing performance, absence management and difficult conversations
- Communicate effectively with the Director of HR and/HR consultancy and legal advisers as appropriate
- Partner with the Headteachers, Leaders & Trustees to manage the relationship with Trade Unions
- Partner with the Director of HR in the update of policies in accordance with employment law and ensure that they reflect the ambition, values and ethical principles of our Trust
- Partner and support leaders in the effective use of the performance appraisal processes via Blue Sky

- Lead and Develop HRMIS, Every HR
- Provide individual HR support to colleague/s where needed, championing wellbeing and working with wellbeing champions across the Trust to drive forward our Trust Wellbeing charter
- Keep up to date on changes in employment law through attendance on appropriate HR/Employment seminars and reading of related journals
- Completing risk assessments upon request e.g stress, wellbeing and expectant mothers
- Supporting the Flexible Working in MATs project and support the agenda for change
- Build effective relationships with our payroll provider, supporting schools with queries and liaising with relevant pension providers
- Support HR Director in developing the people strategy
- Support HR Director with TUPE process for new schools joining the Trust
- Lead in analysing MAT wide data and creating action plans across the Trust

*Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.*

## HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

## SAFEGUARDING

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

*In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.*

Signed .....

Date.....



## PERSON SPECIFICATION: HR MANAGER

<b>Title of Post</b>		HR Manager	
<b>Specification Prepared By</b>		HR Assistant	
<b>Date</b>		June 2025	
Qualifications		Essential/ Desirable (E/D)	How identified
1.	Good standard of education – 5 GCSE's or equivalent	E	Application and Selection process
2.	CIPD qualification or equivalent professional qualification or appropriate work experience	E	
3.	Computer literate with experience of Microsoft Office Suite	E	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of managing the HR function of a mid-sized organisation	E	Application and Selection process
2.	Experience of working in an educational setting	D	
3.	Experience of working across multiple sites	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Personnel related health & safety regulations including risk assessment, and how they apply in a school environment	E	Application and Selection process
2.	HR strategy and practice, including robust knowledge of employment law and best practice management of complex employee relations cases	E	
3.	Knowledge of how to maximise technological HR solutions	D	

Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to provide a welcoming environment.	E	Application and Selection process
2.	Ability to work effectively and respond well under pressure	E	
3.	Excellent communication skills including verbally, in writing, face-to-face and over the telephone	E	
4.	Ability to work in a discreet and sensitive manner and withhold the highest level of confidentiality	E	
5.	Ability to manage time effectively, multitask and complete tasks / projects on time	E	
6.	Strong administrative and organisation skills	E	
7.	Ability to write reports, letters, documents etc in a focused and highly professional manner	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined “no excuses” approach to raising standards	E	

9.	A personable nature to build effective relationships with staff and members of the community	E	
10.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
<b>Equal Opportunities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check

3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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## GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

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Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

### REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

### EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

### EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

### OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

## INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



# COLLABORATIVE LEARNING TRUST

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[www.collaborativelearningtrust.com](http://www.collaborativelearningtrust.com)

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