



Candidate Pack

HR Manager Candidate Pack



PONTEFRACT
ACADEMIES TRUST



Welcome

Welcome from the CEO and context for this appointment.

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently our schools are located within Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust is financially solid and sustainable, with a strong and growing reputation for school improvement across the region.

We are seeking to appoint a HR Manager to join our high performing Trust. The postholder will deliver an efficient and effective HR service across all our schools. This is an exciting opportunity for a hardworking, committed HR practitioner to be part of our growing Central Team.

Reporting directly to the Director of People & Culture, you will be the lead advisor for case management and will support the development of our People Strategy. We wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. We want to hear from flexible people who, with 100% backing and support, will get fully involved with exciting 'People' challenges. As a Trust with a great family of schools serving Pontefract, we are proud of the work we do. The moral dimension drives us.

Best wishes,

Julian Appleyard OBE
CEO

About the Trust.

Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a "if one fails we all fail" mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Our Vision.

Where every child and young person makes outstanding progress.

Our People Matter.

We know that our people make a difference to the lives of our 3-16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

Students Come First.

Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

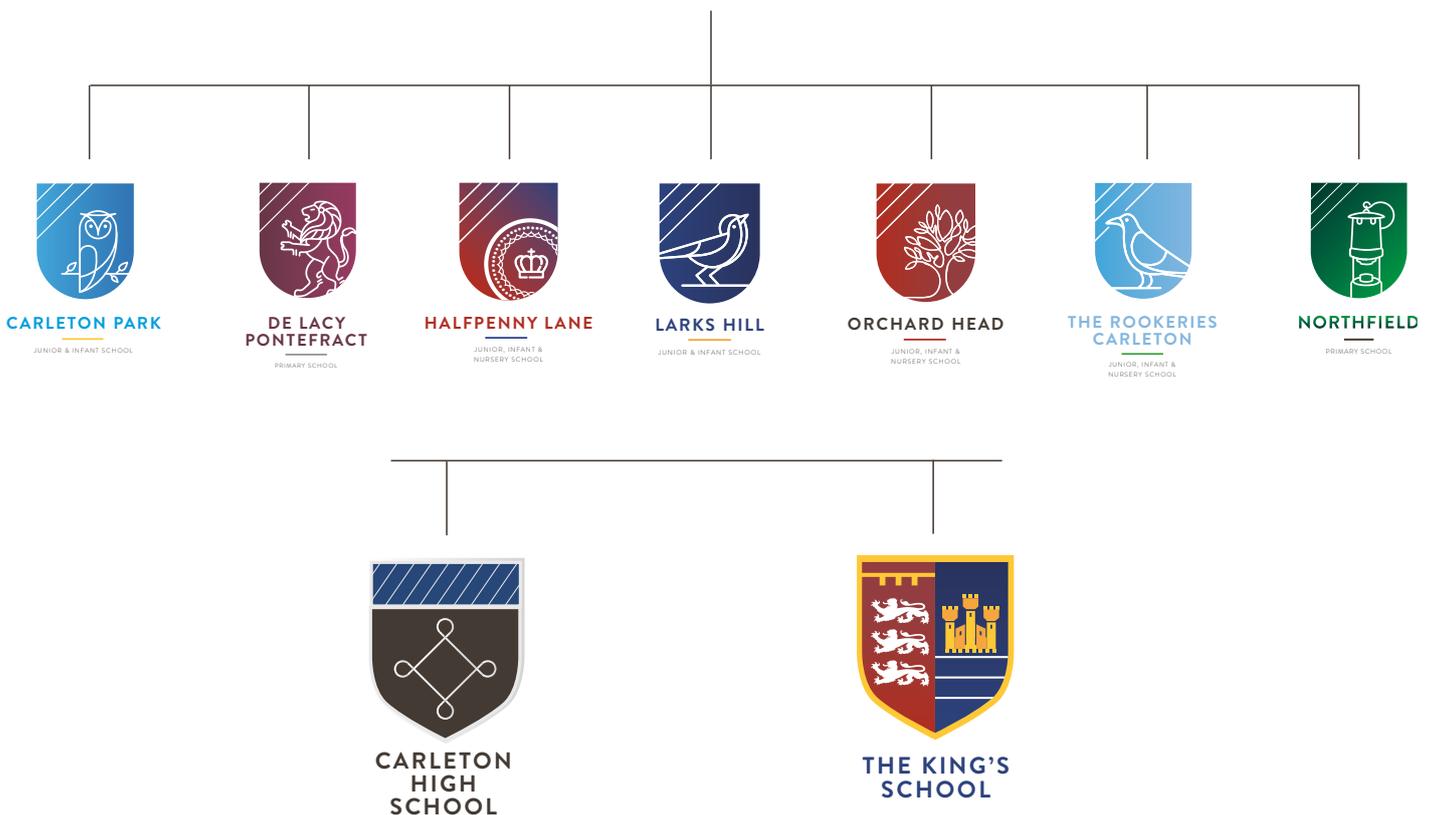
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



Job Description: HR Manager

Accountable to:	Director of People & Culture
Salary:	£44,428 – £47,420 Grade 11, Scale Range 36 – 39
Hours:	Permanent – Full Time 37 hours per week (Some home working available, part-time working requests will be considered)
Location:	The Barracks Business Centre, Wakefield Road, Pontefract, WF8 4HH

The Role

Our People are at the heart of everything we do and our new Trust strategy reflects this. [Click here](#) to find our more information: Strategy 2025–2028: Pontefract Academies Trust. The role is varied with an exciting blend of organisational development and case management.

We are seeking to appoint a HR Manager to join our high performing Trust and 'People Team'. The postholder will deliver an efficient and effective HR service across all our schools. This is an exciting opportunity for a hardworking, committed HR practitioner to be part of our growing Central Team.

Reporting directly to and working closely with our Director of People & Culture, you will be the lead advisor for case management. You will support the implementation of our People Strategy and support our HR Business Partner to develop our recruitment and onboarding systems across the Trust.

We're looking for enthusiastic individuals to make a meaningful impact, who resonate with our guiding principles and values. We want to hear from flexible people ready to dive into exciting 'People' challenges with our full support. As a Trust with a strong family of schools serving Pontefract, we take pride in our work, driven by a deep moral commitment.

To be successful in this role you will have strong HR generalist experience, ideally have education experience, be an effective communicator, have a desire to develop and be an excellent team player. Compliance will be a key focus of this role so excellent attention to detail will be essential.

You will be qualified to CIPD Level 5 with a good understanding of HR policies and procedures.

We are confident that new staff joining our Trust will feel welcome and happy to have chosen us from day one.

We are hosting a virtual coffee morning for prospective candidates to meet some of our team and ask any questions you may have about the role or our Trust. To book a timeslot, please [click here](#).

If you are unable to make these dates but would still like a discussion regarding this role, please contact Pam Hewitt, Director of People and Culture, via email at recruitment@patrust.org.uk.

Professional Development & Benefits

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

In addition to the opportunities for career development and progression, we also offer a strong and supportive benefits package which includes:

- Excellent pension schemes with generous employer contributions.
- A Comprehensive Wellbeing Programme with 24/7 access including physiotherapy, virtual GP appointments, fitness advice and counselling.
- Generous annual leave entitlements increasing over time.
- Supportive family friendly policies with a focus on employee work/life balance.
- Cycle to work schemes.
- Affiliated discounts at 100s of retailers.

Plus, many more!

Next Steps

To apply for this vacancy please submit your application form via our Face-Ed system using the following link: <https://www.pontefractacademiestrust.org.uk/vacancies> before the closing date of Monday 14th October 2024 at 10am.

We are an equal opportunities employer welcoming applications from everyone. Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare. Any offer of employment will be subject to receipt of satisfactory DBS Enhanced Disclosure and pre-employment checks (including online checks). Shortlisted applicants will also be asked to provide criminal conviction information.

Job Description

- Support the delivery of the Trust's people strategy.
- Provide a comprehensive and professional HR service by developing effective relationships with Headteachers, Senior Leadership Teams and Office Managers.
- Influence the development of the culture across the organisation to further enhance our empowered, high quality, efficient and high performing workforce.
- Build the reputation of the Trust as a people centered and career enhancing employer, with an emphasis on the recruitment, development and wellbeing of a diverse, high-performing workforce.
- Work at both an operational and strategic level, ensuring full alignment to the short, medium and long-term business objectives.
- Support leadership teams with all elements of people management activities.
- Build capability levels through effective training and development needs analysis.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

- Continually improving the employee experience, making the Trust an attractive and great place to work.
- Delivering people/technology-led projects that reflect our culture and set our people up to successfully deliver outstanding outcomes for our children.
- Working alongside the DoPC and school leaders to join-up and continuously improve the organisation experience for our people.
- Sourcing and developing a workforce that is highly skilled, motivated and can deliver on our ambitious goals.
- Championing and evolving the Trust's cultural vision and values, and embedding the guiding principles.
- Analysing and triangulating people data held at both Trust and School level to proactively seek out risks, identify weaknesses and build on strengths and opportunities.
- Assist in over-seeing the communication of the Trust's people objectives.
- Support the DoPC and ELT to deliver the Trust's People Strategy and its underpinning plan including:
 - Executing the People Strategy to attract, develop and motivate talented people to achieve our goals. This includes leading the development of the Trust's employer brand, engaging inductions and onboarding experiences, and retention of current and future employees.
 - Supporting and coaching Headteachers and their leadership teams across the Trust on People focused policies and procedures.
 - Recommending improvements to support a culture that recognises and celebrates success.
 - Identifying wellbeing offerings that are aligned to supporting the Trust workforce.
 - Deploying and analysing pulse surveys followed by the facilitation of sessions with the school SLTs to formulate action plans that improve results.
- Ensure that all job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
- Ensure that HR record keeping, including the Single Central Record, is accurate and compliant across the Trust.
- Support the management of sickness absences including analysing patterns of absence and monitoring trigger points, arranging absence concern meetings with the appropriate line manager and organisation of occupational health referrals.
- Lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.
- Engage with staff and trade union/professional associations to ensure that the Trust responsibilities for consultation are met.
- Ensure that all relevant policies and procedures are in place and up-to-date to meet organisation objectives and are in line with current employment law, national and local agreements, and conditions of employment.
- Manage all Trust HR documentation (including staff contracts, policies and procedures and forms etc.) ensuring that they are regularly reviewed, updated and compliant with employment and education legislation.
- Communicate regularly with the wider central team to exchange information and provide ongoing support and problem resolution.

Responsibilities for people (line management)

- Future role requirements may see responsibility for Line Management as the Trust expands.

Job description continued on next page

Performance Management and Review

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person specification

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
Qualifications				
1.	CIPD qualified level 5 (or studying towards) or equivalent HR Experience.	E	✓	
Abilities, Skills and Knowledge				
2.	Education or Charity sector experience.	E	✓	✓
3.	Have experience of providing complex/generalist HR advice to senior leaders and working in a highly unionised environment.	E	✓	✓
4.	Have in-depth expert knowledge of current HR legislation and developing HR systems and procedures.	E	✓	✓
5.	Experiential knowledge of working with Trade Unions.	E	✓	✓
6.	Experience of developing policy and procedural documentation.	E	✓	✓
7.	An understanding of local government pay and conditions.	D	✓	✓
8.	Strong operational delivery focus with ability to interpret data to create and present evidencebased insight.	E	✓	✓
9.	Strong employee relations experience and a comprehensive knowledge of employment legislation.	E	✓	✓
10.	Able to work with MS Office packages, including Word, Excel, and Outlook.	E	✓	✓
11.	High levels of attention to detail.	E	✓	✓
12.	High levels of communication skills both written and verbally.	E	✓	✓
13.	Able to organise self and work to tight deadlines with minimum supervision.	E	✓	✓
14.	Ability to work flexibly to meet short term high demands/peaks to support the schools' deliverables.	E	✓	✓
15.	Able to be proactive and act on own initiative.	E	✓	✓
16.	Ability to communicate effectively with members of the central team and staff at all levels across the Trust.	E	✓	✓
17.	Ability to show empathy and sensitivity when dealing with staff issues as well as demonstrating high levels of resilience when supporting schools with challenging employee relation issues.	E	✓	✓
18.	Full driving license and access to own transport	E	✓	✓
Personal Qualities				
19.	Excellent role model for young people and staff.	E	✓	✓
20.	Exceptional levels of integrity and confidentiality.	E	✓	✓
21.	Resilience and high personal standards.	E	✓	✓
22.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
23.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓
24.	Stakeholder engagement – identify and build relationships with key roles across the business.	E	✓	✓
25.	Be open to change and unexpected obstacles – adapt to situations in a calm and professional manner.	E	✓	✓
26.	Be proactive and flexible in approach to acting on and completing tasks within the department.	E	✓	✓

How to apply:

Making your application

We are hosting a virtual coffee morning for prospective candidates to meet some of our team and ask any questions you may have about the role or our Trust. To book a time slot, please [click here](#).

If you are unable to make these dates but would still like a discussion regarding this role, please contact Pam Hewitt, Director of People and Culture, via email at recruitment@patrust.org.uk

To apply for this vacancy please submit your application form via our Face-Ed system using the following link: <https://www.pontefractacademiestrust.org.uk/vacancies>

Timeframes

Closing date for applications: Monday 14th October 2024 at 10am
Interview: TBC

Safer recruitment

Pontefract Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks (including online checks).

We look forward to hearing from you.



Pontefract Academies Trust

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Wakefield Road Pontefract,
WF8 4HH.

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Twitter: @PontefractAT

Registered Company: 08445158

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