



*St Francis Catholic  
Multi Academy Trust*

# Recruitment Pack

## HR Manager

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The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



**Job Title:** HR Manager

**Salary/Grade:** DHSF2 NJC - BAND L £51,537 - £54,495

**Actual Salary Range:** £48,984 - £52,609 (Term Time plus 3 Weeks)

**Hours:** 37

**Contract Type:** Permanent

**Working Weeks:** 52 weeks although Term Time plus 3 Weeks would be considered.

**Location:** Central Trust Headquarters with travel across our academies

**Closing Date:** 9am on Monday 13<sup>th</sup> July 2026

**Interview Date:** W/C Monday 13<sup>th</sup> July 2026

**Start Date:** 1<sup>st</sup> September 2026

St Francis Catholic Multi Academy Trust, currently serves our family of 14 schools across Rotherham, Doncaster and Nottinghamshire and is on a growth strategy to accommodate 24 schools in line with the Bishop's vision for education. Guided by Gospel values, we are seeking a Data and Systems Manager to join our Central Team to revolutionise our use of data across the Trust.

While you do not need to be a practicing Catholic, you must be deeply committed to upholding and enriching our distinctive Catholic ethos, ensuring equity, care, and professional flourishing for our colleagues.

Whilst on its journey of growth, the Trust is seeking to appoint a candidate who has the vision, skills and experience to support our school leaders directly in both the delivery of our People policies as well as high level and complex case management. We are excited to welcome a confident, experienced and reflective manager who can ensure consistency, precision and foresight in the execution of our HR systems and policies.

#### What we offer:

- A highly supportive executive team and an ambitious Trust Board.
- The opportunity to work alongside a growing Central Team.
- A strong commitment to your personal professional development.
- An energetic and ambitious Central Team who are committed to the success of all.
- A wonderful community of school leaders who protect and develop each other in the name of the common good.

#### How to Apply

If you would like to have discussion about the role and speak with either Siobhan Kent, CEO or Sarah Graham, CFOO, please contact [recruitment@stfranciscmat.com](mailto:recruitment@stfranciscmat.com)

Applications close at **9am on Monday 13<sup>th</sup> July 2026** and should be submitted [online via Teaching Vacancies online](#)





## Job Description

### Purpose of the Role

To lead and deliver a progressive, highly responsive, and legally compliant human resources service across all academies within the Trust. The post holder will ensure that all people management strategies, policies, and practices actively align with and support the Catholic mission, values, and spiritual life of the Trust.

### Key Responsibilities

#### 1. Ethos and Strategic Alignment

- Work under the guidance and direction of the Director of People in delivering all aspects of the job description of this role.
- Ensure that all HR practices reflect the teachings of the Catholic Church, promoting a culture of dignity, respect, and pastoral care for all staff.
- Work closely with the Diocese and the Catholic Education Service (CES) to implement and adhere to approved model workplace policies and employment contracts.
- Provide dynamic advice to the Executive Team, school leaders and Trust Board to balance operational objectives with the Trust's faith mission.

#### 2. Employee Relations & Casework Management

- Provide professional, solution-focused timely advice on complex employee relations matters, including grievances, disciplinaries, capability/performance, and sickness absence.
- Act as the primary point of contact and lead negotiator with regional trade unions and professional associations, maintaining positive industrial relations.
- Oversee any TUPE (Transfer of Undertakings) processes stemming from new schools joining the MAT, standardising structures while mitigating organisational risk.

#### 3. Safer Recruitment & Compliance

- Act as the Trust's expert on Safer Recruitment, guaranteeing rigorous compliance with the statutory *Keeping Children Safe in Education (KCSIE)* framework.
- Provide strict oversight of each academy's Single Central Record (SCR) and lead regular internal compliance audits.
- Ensure all recruitment processes align to the Trust vision and that senior and foundation leadership appointments strictly adhere to legal exemptions regarding the appointment of practicing Catholics where permitted.

#### 4. Policy, Pay, & Performance

- Manage the implementation of national and local terms and conditions of service, specifically the School Teachers' Pay and Conditions Document (STPCD) and the National Joint Council (NJC) Green Book for support staff.
- Design, implement, and monitor robust appraisal frameworks that foster professional development and continuous improvement.
- Utilise HR metrics and data dashboards to analyse workforce trends (turnover, absence, diversity) and present findings to the Executive Team and Board of Directors.





## Person Specification

Criteria	Essential/Desirable
<b>Faith, Mission &amp; Ethos</b>	
An absolute commitment to supporting and promoting the Catholic ethos, values, and spiritual mission of the Trust.	Essential
Prior experience working closely with a Diocesan Education Department or utilising Catholic Education Service (CES) frameworks.	Desirable
<b>Qualifications &amp; Professional Development</b>	
CIPD Level 5 Qualified (or equivalent proven HR experience).	Essential
Evidence of continuous professional development (CPD) in current UK employment law.	Essential
Accredited Safer Recruitment training.	Desirable
<b>Professional Experience</b>	
Experience managing complex employee relations casework (disciplinarys, grievances, capability, and long-term sickness).	Essential
Proven track record of constructive consultation and negotiation with trade unions and professional associations.	Essential
Experience providing HR advice, guidance, and policy support across a multi-site organisation with diverse stakeholders.	Essential
Experience managing or supporting organizational change, such as restructures, redundancies, or TUPE transfers.	Desirable
Specific HR experience within an educational setting (MAT, Local Authority, or standalone Academy).	Desirable
<b>Knowledge &amp; Understanding</b>	
Comprehensive, up-to-date knowledge of UK employment legislation and HR best practices.	Essential
Solid understanding of safer recruitment principles and the HR implications of statutory guidance like Keeping Children Safe in Education (KCSIE).	Essential
Thorough working knowledge of GDPR and data protection regulations regarding personnel records and Subject Access Requests (SARs).	Essential
Deep familiarity with school terms and conditions, specifically the STPCD (teachers' pay), the Burgundy Book (teachers' conditions), and the NJC Green Book (support staff).	Desirable
<b>Skills &amp; Personal Attributes</b>	
Exceptional interpersonal skills; able to act as a trusted "critical friend" to Headteachers with diplomacy, tact, and absolute confidentiality.	Essential
Outstanding written and verbal communication skills; capable of drafting legally sound, highly accurate letters, complex reports, and policies	Essential





A pragmatic, solution-focused approach to sensitive human problems, balancing legal risk with organizational empathy.	Essential
Ability to work calmly under pressure, manage conflicting operational priorities, and meet tight statutory deadlines.	Essential
Experience analysing HR metrics and absence data, presenting trends clearly to Executive Teams or Trust Board.	Essential

