****

**HR MANAGER**

**RECRUITMENT PACK**

Pay Scale: £34,170 - £40,290

*(YT34-YT46 Support Staff Scale)*

37 hours per week – 52 weeks per year

30 days annual leave (+ public holidays)

Employee Perkbox account

Flexible and mobile working

Local Government Pension Scheme membership

YES Trust

Office 4b, Second Floor

Riverside Mill

Congleton

Cheshire

CW12 1DT

CONTENTS

* Letter from CEO
* Application + Selection process and schedule
* YES Trust story and vision
* HR Manager Job Description
* HR Manager Person Specification and assessment criteria

Dear Applicant

Thank you for your interest in our HR Manager vacancy.

The YES Trust is looking for a highly motivated, committed and innovative individual to join the central Trust Team to lead the People and HR functions of the Trust. This is an exceptional opportunity to join a young but growing and ambitious Trust, whose aim is to provide the best possible opportunities and support, to some of the most vulnerable pupils.

This role will be challenging and extremely rewarding for the right person, who will lead on all aspects of People and HR within the organisation. Our people are our most valuable asset in terms of changing young people’s lives for the better, and this role will be key in supporting, training and recruiting the people that make the difference.

This role may suit an experienced school HR Advisor or HR officer looking to make the next step in their career, or someone with excellent private sector organisational and HR skills and knowledge looking to move in to a career in the education sector. With the planned growth of the Trust, there is also further scope for progression n with this role for the right candidate.

Working directly to the Director of Business, you will lead on the provision of high level strategic and operational HR and recruitment services across the Trust. You will also lead on the HR aspects of TUPE transfers of new academies and the associated due diligence. You will play a key role in building and delivering the HR and recruitment functions across the organisation.

If you feel that the YES Trust may be the right place for you, I hope you will consider applying for the post. I will be more than happy to have an informal conversation if you have any further questions please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely

**Nic Brindle**

**CEO**

Youth Engagement Schools Trust HR Manager Recruitment and Selection Process

1. You are asked to complete the YES Trust Application Form which is attached.
2. You are asked to include as part of or separate from the Application Form, a Letter of Application that addresses the items listed under desirable criteria on the Person Specification & Assessment Criteria. Please keep this letter as brief and to the point as possible (no more than 2 sides).
3. You are asked to return your Application Form & Letter of Application by email to;

[info@theyestrust.org](mailto:info@theyestrust.org)

The deadline for applications is: Noon on 20th August 2021

Interviews will be held: Week commencing: 23rd August 2021

Start Date: November 2021

***If you would like further information please contact*** [info@theyestrust.org](mailto:info@theyestrust.org)  ***or alternatively telephone: 07394 566490 to speak to the Director of Business.***

**Trust HR Manager Job Description**

**Reports to:** CEO & Director of Business

**Responsible for**:

**Purpose of the Role:**

To develop and oversee a comprehensive and effective HR service to the Trust and its Academies.

Main responsibilities will include, but not be limited to:

* To advise on and oversee all Trust HR Policies and support Headteachers, senior leaders and admin staff with their implementation
* To work with, train and support academy admin teams in their roles and ensure HR functions are being carried out correctly and diligently in all schools
* To oversee the Trust’s Single Central Record and those within its Academies and ensure HR personnel files and associated processes are fully up to date
* To lead, monitor and act on staff absence and work with senior leaders in school to address any issues and ensure timely implementation of any disciplinary procedures
* To lead on all aspects of recruitment, taking in to account safer recruitment practice, staff on-boarding and advice to senior leaders on job descriptions and staffing structures
* To support leaders and school office staff with all aspects of performance management, appraisals, probation periods, sickness absence, etc
* To manage and oversee staff CPD records and report to the Trust board
* To manage and administer the Trust’s monthly payroll, working alongside the Trust’s existing payroll provider and Director of Business
* To come up with initiatives and develop staff wellbeing strategies to support employees of the Trust
* To think strategically about all aspects of HR and advise the ELT and Trustees on HR matters and their impact on the reputation of the Trust
* To advise on TUPE and employment / HR issues in relation to Trust growth – for example, new schools joining the Trust from a Local Authority
* To advise on staffing restructures and issues surrounding redundancy
* To provide reports to Executive leaders and the Trust Board on People and HR Key Performance Indicators
* To assist the Director of Business and Headteachers with the budget planning process, particularly in relation to staffing.
* To promote effective HR management throughout the Trust.
* To undertake regular reviews of Trust HR policies and procedures and ensure that these are synergised throughout the Trust and submit to the Trustees for formal approval.

**General**

* To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of and support difference and ensure equal opportunities for all.
* To contribute to the overall ethos/work/aims of the Trust.
* To attend meetings within the Trust, at its academies and external events as required.
* To share expertise and skills with others.
* To participate in training and other learning activities and performance development as required.
* To recognise own strengths and areas of expertise and use these to advise and support colleagues.
* To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* Other duties commensurate with the grade of the post as directed by the Director of Business.
* To ensure strict confidentiality in all areas of work.
* To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the relevant Designated Safeguarding Officer immediately. Additional Information
* The post holder will work across the Trust and spend time at each of the schools, when required.
* • To undertake any such duties commensurate with the post as directed by the DoB.

**HR Manager**

**YES Trust**

**A****ccountable to: Director of Business**

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/**  **Education** | * Educated to Degree Level * Qualified to CIPD Level 7 or equivalent (or Level 5 and working towards Level 7) * 1 x A Level (or equivalent) and 5 x A\*-C GCSE or equivalent to include English and Mathematics * Evidence of continuing professional development | * MA or Equivalent Qualification * Specialist / Bespoke Educational HR CPD * CIPD Level 7 | * Application/Interview/   Certificate |
| **Experience** | * Establishing and updating HR policies, procedures and processes in line with the wider organisational strategy * Handling complex employee relations casework, while retaining a broad perspective * Significant experience as an HR generalist at a senior level * Significant experience of managing HR procedures – managing staff absence, overseeing recruitment, inductions, CPD, disciplinary action, TUPE, etc. * Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals * Experience of successful working, consultation and negotiation with Trade Union representatives. | * Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright and data protection. * Experience of working in a standalone HR role, with responsibility for both strategic direction and day-to-day operations * Implementing and promoting a staff wellbeing programme * Demonstrable experience of delivering training * Demonstrable knowledge of generic HR best practice and employment legislation * Ability to interpret legal and statutory requirements * Dealing with Safeguarding allegations and dealing with LADO and multi-agency colleagues | * Application/ Interview/   References |
| **Professional /Personal Skills** | Proven ability to:   * Show versatility to be able to ‘flex’ between high-level strategic direction and ground-level HR operational tasks * Present excellent written and verbal communication skills, with the ability to adapt messages to suit the audience being addressed * Promote nterpersonal skills demonstrating diplomacy and discretion * Be an effective influencer * Show a good level of IT competency * Be highly numerate, with the ability to interpret financial data * Inspire others with confidence and knowledge * Communicate effectively to groups and individuals, orally and in writing * Resolve conflict through active listening and negotiation * Demonstrate a flexible approach and a willingness to listen to others * Good organisational skills * Remain calm when working under pressure. * Ability to show patience and empathy * Protect sensitive data and work with data protection standards and GDPR. | * Evidence of coaching and/or mentoring * Able to effectively resolve personnel issues * Training and understanding of child protection | * Application/ Interview/   References |
| **Personal Qualities** | * Commitment to the Trust’s ethos, aims and its whole community * Commitment to the highest standards of child protection and safeguarding * Excellent interpersonal and communication skills * Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices * Emotionally intelligent, confident and decisive * High level of professionalism and integrity, with the ability to maintain confidences * Discipline and resilience to complete tasks often without support or supervision * Ability to form positive working relationships with staff at all levels throughout the school, and with the wider community * Willingness to update knowledge of HR best practice and employment or other relevant legislation | * Experience of supporting staff with difficult situations | * Application/ Interview/   References |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Other Requirements** | * Positive recommendation from present employer * Satisfactory attendance record |  | * Letter * Reference |

**The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the Trust. Candidates are asked to address as many of the person specifications as possible in their application**