

# HR Officer

## Application Pack

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of HR Officer at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College (RSFC)** opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- **Edgar Wood Academy** is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school will soon benefit from a new teaching block opening at the end of 2023.
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.
- We are delighted that **Caldershaw Academy** will join Altus Education Partnership on 1<sup>st</sup> July 2025.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Uniquely in the sector, Altus has a memorandum of understanding (MoU) with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education. Additionally, the Trust has MoUs with local Catholic schools and Bamford Kindergarten.

The HR Officer will play a key role in providing both operational and strategic HR support across our academies. Working Trust-wide and across all phases of education, the successful candidate will be dedicated to supporting education within the borough and will bring specialist HR expertise in primary, secondary, or post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact Gill Barratt or myself.

I very much look forward to hearing from you.

Yours faithfully



**Richard Ronksley**  
CEO

## **Making your application**

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

### **Application**

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

### **Deadline**

The deadline for the post is **Tuesday 4<sup>th</sup> March 2025** to arrive no later than 12.00 midday. Interviews expected to take place w/c Monday 10<sup>th</sup> March 2025.

### **Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### **Salary**

Sixth Form College Support Pay Scale points 20 to 24, currently £34,391 - £38,353 per annum.

### **Start Date**

**Immediately**

### **For an Application Pack**

1. Visit [www.altusep.com](http://www.altusep.com) or
2. Contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## Altus Education Partnership Vision, Mission and Values

### Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

### Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

### The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

### Shared Objective for all Staff: "To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

## Job Description

<b>Job Title:</b>	HR Officer
<b>Reports to:</b>	Director of HR
<b>Contract:</b>	Full time (37 Hours per week), Permanent, All year round
<b>Salary:</b>	Sixth Form College Support Pay Scale points 20 to 24, currently £34,391 - £38,353 per annum.
<b>Start Date:</b>	Immediate start
<b>Location:</b>	You will be required to travel across the Rochdale borough to our academies.

**Overview:** As an integral member of the HR team, the HR Officer role involves providing expert advice, leadership, and support across various HR functions. This position plays a pivotal role in shaping HR policies, fostering employee relations, and promoting health and wellbeing initiatives across the Trust.

### Management Support:

- Provide professional advice aligned with employment law and regulations, guiding managers and employees on HR policy implementation.
- Regularly meet with managers to offer comprehensive advice on people management and staffing issues.
- Contribute to the development of line managers' people management skills through coaching and support.
- Deliver HR training sessions for managers on key HR processes, policies, and employment law updates.

### HR Initiatives and Policy Development:

- Support the research, development, and implementation of innovative HR initiatives to enhance employee engagement.
- Contribute to the development and review of HR policies and procedures, ensuring alignment with employment law, best practices, and the Trust's strategic goals.

### Employee Relations:

- Lead employee relations cases, including grievances, disciplinaries, and performance management cases, providing effective support and advice on investigations and hearings.
- Establish effective and meaningful relationships with our recognised Trade Unions.
- Support with Employment Tribunals, Early Conciliation, and organisational change processes.

### Absence Management:

- Manage and oversee the absence management process, including monitoring and recording employee absences.
- Collaborate with line managers to implement effective absence management strategies.
- Develop and oversee return-to-work plans, ensuring timely and supportive reintegration.
- Provide reports on absence at the request of SLT.

### Recruitment:

- Work with managers to ensure workforce planning is carried out effectively.
- Create effective and accurate recruitment campaigns.
- Support the creation of recruitment and selection documents.
- Attend selection panels as required.
- Provide high-level support to recruitment candidates and prospective candidates.
- Oversee the onboarding process from start to finish, including induction planning and compliance checks.

- Produce employment contracts and all associated employment documents.

### **Safeguarding:**

- Maintain the Single Central Register (SCR) on behalf of the Trust and Academies, ensuring that it is inspection-ready at all times.
- Ensure safer recruitment practices are adhered to across the Trust.
- Advise and support staff on safeguarding concerns, ensuring compliance with Keeping Children Safe in Education.
- Ensure safer recruitment training is provided to key staff members and updated regularly.
- Liaise with the LADO where required.

### **Health and Wellbeing:**

- Take a lead on health and wellbeing initiatives, contributing to the Trust's strategy and approach.
- Collaborate with Occupational Health Services on employee health matters in line with the Attendance Management Policy.

### **HR System, Payroll and Data Management:**

- Ensure the full utilisation of the HR system, maintaining accurate and up-to-date employee records.
- Process and verify payroll input, ensuring all changes (e.g., new starters, leavers, contractual changes, and statutory payments) are recorded and submitted accurately and on time.
- Work closely with the Payroll Officer to resolve queries and discrepancies efficiently.
- Monitor and analyse HR data, identifying trends and providing insightful reports to support decision-making.
- Maintain strict GDPR compliance in HR data management, ensuring confidentiality and security of sensitive employee information.

### **HR Administration:**

- Oversee HR administrative processes for your academy, ensuring accuracy and efficiency in documentation, record-keeping, and compliance.
- Manage employee lifecycle documentation, including contract variations, probation reviews, and exit processes.
- Maintain accurate and organised personnel files, ensuring compliance with employment law and Trust policies.
- Provide administrative support for HR meetings, including minute-taking for formal hearings such as disciplinarys and grievances.
- Respond to HR queries from staff and managers, escalating complex issues where necessary.

### **Wider Team Support and Personal Development:**

- Continuously develop professional knowledge, staying updated on HR initiatives and best practices.
- Share knowledge, insights, and learning with the Trust team.
- Contribute to the continuous improvement of HR activities and services.
- Attend and actively participate in HR team meetings.
- Support the wider HR function by participating in recruitment panels, delivering CPD sessions on HR topics, and assisting in Trust events and curriculum teams as required.

### **General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

Criteria	Essential Desirable	How identified
<b>Qualifications</b>		
Level 2 (GCSE A* - C) or equivalent in English and Maths.	E	Application form
CIPD/ CPP qualification or willingness/ability to study.	D	Application form interview
<b>Abilities / Skills / Experience</b>		
Experience of working in a HR environment.	E	Application form Interview
Good written and verbal communication skills and able to communicate to diverse range of people clearly and effectively.	E	Application form Interview
Excellent time management skills and experience of successfully achieving deadlines and working without close supervision.	E	Application Form interview
Experience in a range of administration support and able to maintain accuracy.	E	Application Form interview
Experience of working in an education environment.	D	Application Form interview
Excellent attention to detail with the ability to identify improvements to processes and procedures.	E	Application Form interview
Excellent interpersonal skills; building strong working relationships with the wider Trust team to ensure co-ordination and consistency of messages.	E	Application Form interview
Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure and to deadlines.	E	Application Form interview
Able to work well under direction, but also to work autonomously with limited support when required and to manage own workload.	E	Application Form interview
A flexible approach and willingness to carry out a variety of tasks.	E	Application Form interview
Good people skills, including a welcoming and engaging manner.	E	Application Form interview
Ability to maintain confidentiality.	E	Application Form interview
To be a positive and self-motivated team player.	E	Application Form interview
<b>Knowledge</b>		
Intermediate IT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately.	E	Application Form interview
An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety.	D	Application Form interview



## BRINGING EDUCATION TOGETHER

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