



## **MAC HR OFFICER RECRUITMENT PACK**

AUGUST 2025

**St Teresa**  
**of Calcutta**



MULTI ACADEMY COMPANY

# Welcome from St Teresa of Calcutta MAC



The Saint Teresa of Calcutta MAC exists to serve and encourage young people to discover their God-given gifts and talents. With the example of Christ as our centre, we focus on what unites us as children of God and the messages of love, service, mercy and compassion found in the Gospel to create a caring and loving environment in which the children of our communities can become spiritual, inspired, successful citizens of the world.

The Directors wish to appoint a skilled HR Officer to provide operational and strategic HR support across our schools and central team.

The HR Officer will share the mission of STOCMAC to nurture the spiritual, academic, social and personal development of every student in its care in a supportive Catholic environment that welcomes and embraces all.

We hope that as you find out more about this exciting post, you will be inspired to apply and we look forward to receiving your application.

With best wishes



Andrew Cullinane  
**Chair of Directors**



Prof. Paul Ryan  
**Chief Executive Officer**





## About the MAC

The MAC was formed on 1st May 2019, with two secondary schools and one primary (Archbishop Ilsley, Holy Trinity and Holy Souls). Three further primary schools joined in September 2021 (St Chad's, St Joseph's and The Rosary).

The Trust is undergoing an exciting period of growth, with a further six primary schools set to join us over the coming months.

Our schools are all situated within four miles of the cultural and commercial centre of Birmingham. Active engagement with families and parish and local communities is key to their individual strengths.



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## Our schools



St. Joseph's Catholic Primary School



Holy Souls Catholic Primary School



The Rosary Catholic Primary School



St. Chad's Catholic Primary School



Archbishop Ilsley Catholic School



Holy Trinity Catholic School



St Clare's Catholic Primary School



St Francis' Catholic Primary School



St Vincent's Catholic Primary School



St. Teresa's Catholic Primary School



St Ambrose Barlow Catholic Primary School



St Augustine's Catholic Primary School



## About the Role

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St Teresa of Calcutta Multi Academy Company STOCMAC is seeking a skilled HR Officer to provide operational and strategic HR support across our schools and central team.

The Directors are looking to appoint an HR Officer with proven experience in HR leadership and compliance. With excellent communication and relationship-building skills, you will provide advice and guidance to leaders and staff across the Trust, ensuring our HR practice reflects the values of STOCMAC as well as national legislation.

The ideal candidate will be dedicated to furthering the values and aspirations of STOCMAC and committed to continuous professional development.

The successful applicant will:

- Develop and implement an annual HR plan aligned with the Trust's strategy.
- Provide high-quality HR advice to senior leaders, Trustees and Headteachers.
- Lead HR aspects of school conversions, including TUPE and due diligence.
- Maintain and update HR policies, ensuring safer recruitment and legal compliance.
- Manage recruitment campaigns, payroll, pensions and HR systems.
- Oversee staff wellbeing initiatives, CPD and workforce development.
- Work with external HR partners, trade unions and legal advisors on casework and employee relations.



# Job Description

**Post:** MAC HR Officer

**Contract:** 36.5 hours per week all year round/ term time only will be considered

**Salary range:** Grade 4 (£34,434 to £41,771)

**Reports to:** Chief Financial Officer

**Location:** The role will be part of the St Teresa of Calcutta Central Services team, flexible and mobile working is encouraged. Travel across all academy sites is required.

## PURPOSE OF THE ROLE:

The Trust HR Manager will provide operational and strategic HR leadership across all academies and the central team, ensuring legal compliance, safer recruitment, and alignment with the Trust's vision and strategic objectives.

The role encompasses workforce planning, employee relations, organisational change, recruitment, policy development, performance management, and staff wellbeing initiatives.

Working with the External HR partner the post-holder will ensure all HR practices reflect the principles of the Green Book (NJC) and Burgundy Book (Teachers' Terms and Conditions), as well as MAC values.

## KEY RESPONSIBILITIES:

### HR Leadership

- Develop and implement an annual HR plan aligned with the Trust's strategic objectives.
- Provide high-quality HR advice to the CEO, CFO, senior leaders, and Academy Headteachers.
- Lead HR aspects of new school conversions, including TUPE and due diligence.
- Design and deliver HR strategies that support wellbeing, talent management, and succession planning.
- Build effective relationships with senior leaders, Trustees, trade unions, and other stakeholders.

### Policy & Compliance

- Maintain and update legally compliant HR policies, ensuring alignment with education sector requirements.
- Ensure safer recruitment, GDPR, and equality compliance across all schools.
- Oversee annual returns - Schools Workforce Census, Gender Pay Gap Report etc.





# Job Description

## Employee Relations & Casework

- With support from external HR partner lead on complex casework (disciplinary, grievance, capability, absence management, redundancy).
- Support Academy schools in managing staff absence, including policy development, Occupational Health referrals and return-to-work processes.
- Liaise with external HR partner, legal advisors and trade unions to ensure consistent and fair resolution of issues.

## Recruitment & Retention

- Oversee recruitment campaigns Trust-wide, ensuring safer recruitment compliance.
- Create and maintain systems and processes for consistent, high-quality recruitment and onboarding.
- Advise on job design, selection processes, and talent pipelines.

## Payroll, Pensions & HR Systems

- Manage payroll and pension administration for Teachers' Pensions and LGPS in line with regulations.
- Oversee HR information systems, producing accurate HR metrics for leadership reporting.
- Ensure compliance with data protection and GDPR in HR record management.

## Wellbeing & Development

- Implement and promote staff wellbeing initiatives and occupational health processes.
- Support leaders in identifying training needs and developing staff through CPD programmes.

## Project Work

- Lead TUPE and due diligence processes for new academies joining the Trust.
- Contribute to organisational change projects and strategic workforce development.

*As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.*



# Person Specification

**Key: E = essential criteria and D = desirable criteria.**

	ESSENTIAL / DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>	
Educated to degree level or professional qualification relevant to the management of HR	<b>E</b>
CIPD Qualification with substantial HR management experience	<b>D</b>
<b>RELEVANT EXPERIENCE</b>	
Proven experience leading HR functions	<b>E</b>
Expert knowledge of UK employment law and safer recruitment compliance	<b>E</b>
Experience in TUPE, restructuring, and organisational change	<b>E</b>
Experience of identifying problems and bringing positive solutions	<b>E</b>
Experience of being a proactive decision maker who can positively influence change	<b>E</b>
Experience in HR within an educational setting	<b>D</b>
Strong understanding of Green Book (NJC) and Burgundy Book (Teachers' Conditions of Service)	<b>D</b>
Knowledge of Ofsted requirements relating to staffing	<b>D</b>



# Person Specification

**Key: E = essential criteria and D = desirable criteria.**

	ESSENTIAL / DESIRABLE
<b>SKILLS AND ABILITIES</b>	
Excellent leadership, influencing, and relationship-building skills	<b>E</b>
High level of accuracy, confidentiality, and IT literacy	<b>E</b>
The ability to communicate enthusiasm and vision to others	<b>E</b>
Able to work under pressure and meet deadlines	<b>E</b>
Excellent interpersonal skills	<b>E</b>
<b>OTHER</b>	
Excellent attendance and punctuality	<b>E</b>
Willing to travel to all MAC sites	<b>E</b>
Willing to undertake appropriate training	<b>E</b>
Commitment to promoting the welfare of children and young people	<b>E</b>



# How to apply...

To arrange an informal, confidential discussion regarding this role, please contact Satis Education on 01744 634654 or email [admin@satiseducation.co.uk](mailto:admin@satiseducation.co.uk)

- **The closing date for applications is:** Monday 29th September 2025 at 9.00am
- **Shortlisting:** To be arranged
- **Interviews will take place on:** To be arranged

Please read the information in this pack. If you decide to apply, include a letter with your application form that is no longer than two A4 pages. In your letter, explain your reasons for applying for the position, refer to the information contained in the pack, specifically the person specification and highlight any relevant experience and personal qualities you would bring to the role.

**Please send your application to [admin@satiseducation.co.uk](mailto:admin@satiseducation.co.uk)**