

CASCADE MULTI ACADEMY TRUST
HUMAN RESOURCES
ADVISER
RECRUITMENT PACK



SUMMARY



Human Resources Adviser

We're looking for an HR Adviser at Cascade Multi Academy Trust who can inspire confidence, bring fresh ideas, and work with us to shape the future of our growing Trust.

- Are you a HR professional with a track record of turning plans into action?
- Are you a strong communicator who builds trust and positive relationships at every level?
- Are you committed to your own professional development and passionate about supporting others to thrive?

If this sounds like you, we'd love to welcome you to our team.

Human Resources Adviser

Workplace

Cascade Multi Academy Trust, The Lodge, Hucklow Primary School, Hucklow Road, Sheffield, S5 6TB

Details

37 hours per week for 41 weeks per year

The salary is Grade 7, Scale point 27 - Scale point 31

Full time equivalent (FTE) - £38,220 - £41,771

Actual salary - £34,560 - £37,771

Applications

For further information please contact our HR Specialist via hr@cascademat.co.uk

Please send completed application forms to recruitment@cascademat.co.uk

Closing date: Monday 6th October 2025

Interview date: Friday 17th October 2025

Start date: January 2026



INTRODUCTION

From the CEO

Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owlter Brook and Whiteways Primaries. All our schools have been graded Good by OfSTED. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to know more about us please visit our website www.cascademat.co.uk and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust



OUR PEOPLE



Sue Bridges
Chief Executive



Warren Hartwell
Chief Operations Officer



Lisa Whitehead
Cascade Inclusion Lead



Kevin O'Donnell
Trust Catering Manager



Andy Roe
Trust Facilities Lead



Sydney Thornton
Trust Finance Manager



Linda Brown
HR Specialist



Dyane Spencer-Barrett
HR Specialist



Jayne Wall
Administration & Finance
Officer



Cathy Cooke
Trust EYFS Lead



Hannah Burns
Trust Maths Lead



Sarah Bywater
Trust Curriculum Lead



Mo Andrews
Headteacher
Beck



Laura Duckworth
Headteacher
Hucklow

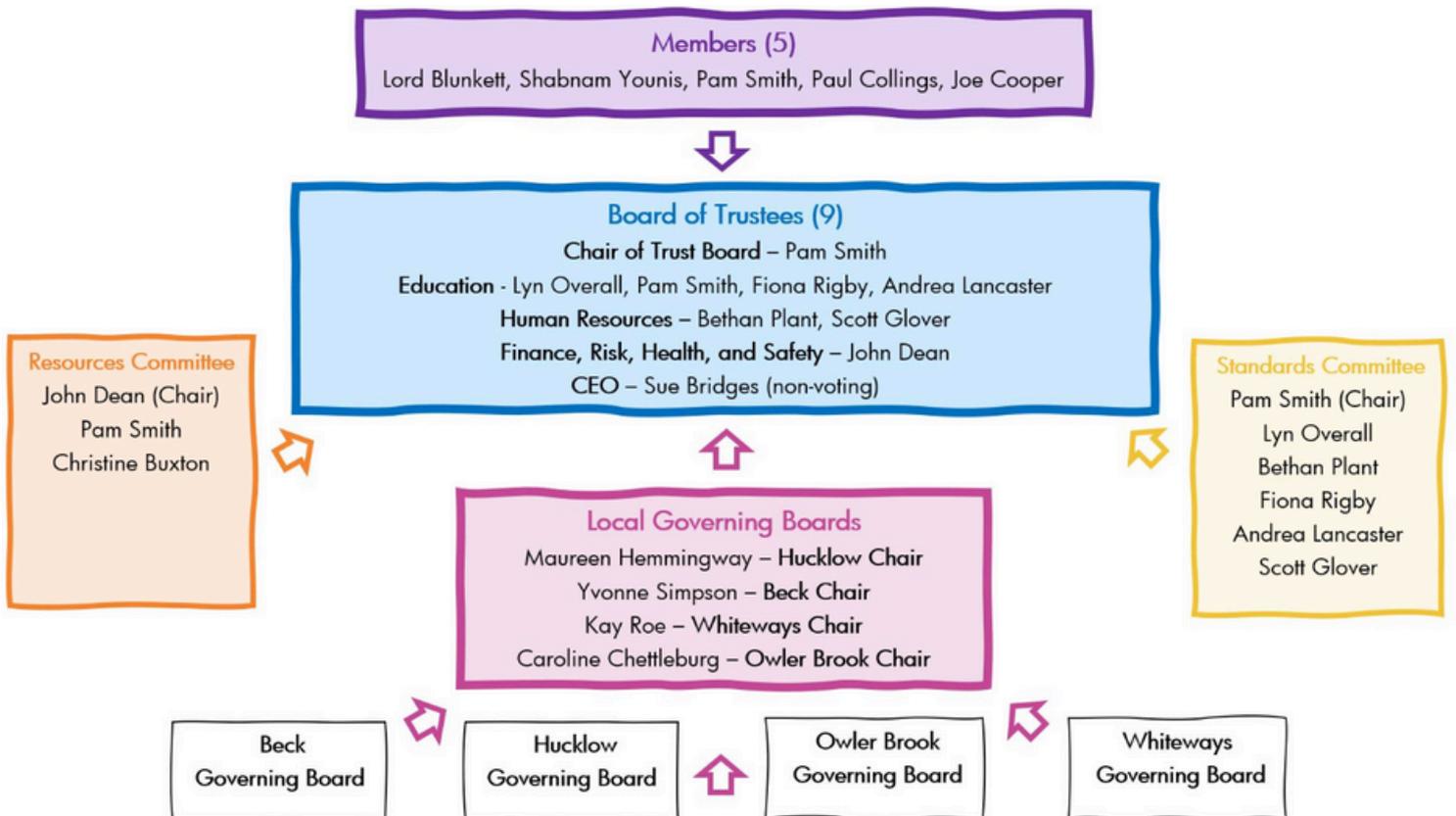


Kit Oldham
Headteacher
Owler Brook



Anna Ross
Headteacher
Whiteways

GOVERNANCE



OUR VISION



To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

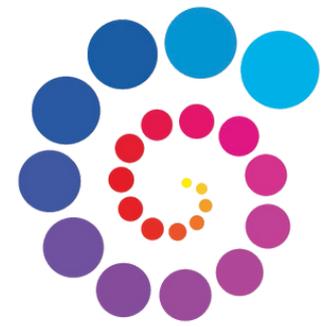
To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

OUR PRINCIPLES



In our schools we will ensure that

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

WHO WE ARE



Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs and strive help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

ADVERT



Human Resources Adviser

Permanent

37 hours per week for 41 weeks per year

Salary: Grade 7, Scale point 27 - Scale point 31

Full time equivalent (FTE) - £38,220 - £41,771 pro rata

Actual salary - £34,560 - £37,771 per annum

The postholder will be required to travel to the schools within the Trust

Accountable to: Chief Operations Officer and Chief Executive Officer

This is a great opportunity to be part of the Trust's future growth and development in a busy and exciting role that provides a valuable contribution that enables our schools to deliver the best possible outcomes for our children.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other.

We are looking to appoint an engaging and experienced HR professional to join our friendly Central Team to provide a responsive high quality, professional, proactive and visible HR service across the Trust. You will be joining a supportive team of colleagues and be able to contribute to the development and continuous improvement of the service.

ADVERT



Human Resources Adviser

We are looking for candidates that can play a key role in all aspects of HR, including:

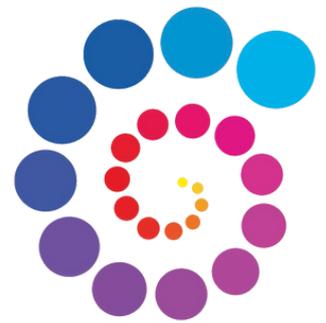
- Provide advice and support to leaders and employees on a range of general HR issues including pay and conditions, local and national agreements, employment law and good practice
- Provide comprehensive, professional HR advice and support in the management of discipline, grievance, absence, performance, pay, restructure, redundancy, flexible working, family policies, recruitment and TUPE
- Researching, developing, updating and implementing Trust HR policies/ procedures and HR/Payroll systems to ensure compliance with employment law, national and local terms and conditions
- Support the design and delivery of briefings and training in respect of HR issues for a wide range of audiences
- Contribute to the analysis of HR data and production of reports to the Trust Board and other stakeholders across the Trust, identifying any risks and action required to address these.
- Work in partnership with Leadership, staff and all stakeholders to create and maintain a collaborative culture that shares best practice, supports continuous improvement & well-being, that has a positive effect on teaching & learning for our children
- Can contribute to the development of the of leaders through coaching and training to develop their people management skills

If you are a flexible, positive and proactive team-player with excellent communication, administrative and IT skills, and have the ability to build effective working relationships with a wide range of colleagues, we would love to hear from you. It is important that you can work confidently with a range of stakeholders and be committed to providing a quality HR service to all our stakeholders.

Experience of working in a generalist HR role is essential, ideally within the academy or maintained school sector and an understanding of the regulatory requirements in education.

Ideally you should hold (or be working towards) a CIPD Level 5 or equivalent qualification.

ADVERT



Human Resources Adviser

For all your hard work, we provide:

- A career pathway
- Enhanced disclosure check paid for by the Trust
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact Linda Brown, HR Specialist via email at hr@cascademat.co.uk

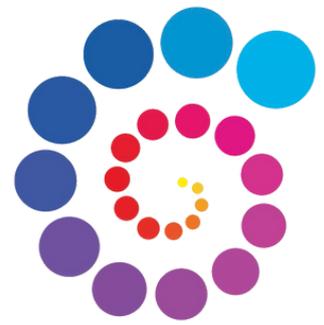
You can download the word version of the application form from Cascade's website. Please do not use Sheffield City Council application form
www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk

Your completed application should be emailed to recruitment@cascademat.co.uk

Closing Date: Monday 6th October 2025
Interview Date: Friday 17th October 2025

JOB DESCRIPTION



Human Resources Adviser

The role

To work as part of the central HR team in the Trust to support the delivery of the Trust's vision by delivering a proactive and up to date HR advice/service to all stakeholders within the organisation.

Key Responsibilities

- Providing professional, comprehensive and timely HR advice to leaders and staff within the Trust on a range of general HR issues including pay and conditions, local and national agreements, employment law and good employment practice

Provide professional advice and pragmatic/creative solutions in relation to:

- Discipline and grievance matters including support for investigations, assist with drafting reports, attending hearings and providing support to draft associated correspondence
- Sickness absence management including assistance with the effective implementation and monitoring of the procedure, attendance at formal meetings and hearings, making referrals to occupational health or other agencies and drafting associated correspondence
- Performance management including advising on the process for managing annual performance development reviews and attendance at meetings to address performance concerns including formal hearings/appeals under performance management procedures
- Pay and grading including supporting job analysis, job evaluation and pay appeals
- Redundancy and restructure including supporting leaders in the identification of vulnerable employees, attendance and support at consultation meetings, hearings and appeals and drafting associated correspondence/documentation
- Maternity, paternity, parental leave entitlements and implementation of the flexible working policy including advice, assistance with applications and attendance at appeals
- Recruitment including drafting adverts, recruitment exercises and materials, supporting safer recruitment and advising on employment checks, organisation of recruitment events and participation in interviews or assessment activities where required
- TUPE including providing support during due diligence, formal consultation and assisting with all HR responsibilities when transferring employees in or out of the Trust

JOB DESCRIPTION



Human Resources Adviser

- Provide generalist support to the Chief Executive Officer, Chief Operations Officer and Trust HR Specialist
- Contribute to project management
- Support the management and operation of the Trust payroll system, liaising closely with the Trust Finance Manager
- Contribute to the development and implementation of employment policies and procedures to ensure compliance with employment legislation
- Engage in consultation with trade union colleagues in relation to operational issues and organisational change
- Work closely with the Chief Executive Office, Chief Operations Officer and Trust HR Specialist to provide an effective and efficient HR service that is responsive to the needs of the organisation and contributes to school improvement
- Support the production of reports for the Trust Board and leaders in the organisation and provide relevant information in relation to HR matters
- Support the organisation, design and delivery of in-house induction, performance management, professional development and training of staff as required
- Contribute to the continuous improvement of HR strategies, systems and practices
- Support the administration of employment contracts, payroll and pensions documentation as required

The above duties are not an exhaustive and the postholder may be required to perform any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

PERSON SPECIFICATION



Human Resources Adviser

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the school/Trust.

Qualification and experience

Candidates should have:

Level 2 English and Maths or equivalent or evidence of abilities at this level

CIPD Level 5 qualified or equivalent – or commitment to work towards

Experience of working in HR preferably with academies and/or maintained schools

Experience of working with managers and other key stakeholders across an organisation on a range of HR issues

Experience of developing effective working relationships with trade unions

Experience of advising at informal and formal HR meetings and supporting managers to draft correspondence

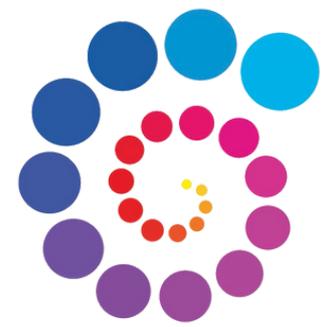
Experience of designing and delivering briefing or training sessions

Experience of researching, developing and updating HR policies and procedures

Experience of using Microsoft office-based applications, HR systems and social media/website applications

Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD

PERSON SPECIFICATION



Human Resources Adviser

Personal qualities Candidates should:

Communicate effectively and develop positive relationships with all stakeholders

Demonstrate excellent interpersonal and organisational skills

Ability to build relationships with stakeholders and influence at all levels

Be decisive, consistent and focused on solutions

Be well-presented and have a positive attitude

Knowledge & Skills Candidates should be able to demonstrate:

Up to date knowledge of HR legislation, issues and proven practical application

Knowledge of pay and conditions for Local Government services and teachers

Knowledge and awareness of payroll and pension administration

Knowledge and understanding of safeguarding including KCSIE

Knowledge and awareness of data protection and impact on employee information

Knowledge and skills in the use of ICT packages such as word, excel, PowerPoint, SIMS, HR

Ability to develop, interpret and implement HR policies/procedures

Ability to analyse situations and produce appropriate HR solutions and strategies to address issues

PERSON SPECIFICATION



Human Resources Adviser

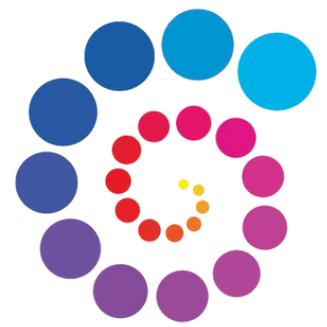
Ability to research, analyse and produce appropriate HR documentation
Excellent verbal and written communication skills to effectively convey complex and often contentious information to a variety of audiences
Good organisation and time management skills
They are approachable, courteous and able to present a positive image of the school to visitors and stakeholders
Ability to work under pressure and meet deadlines
Ability to work accurately and with attention to detail
Ability to work independently on own initiative and escalate matters where appropriate
Act with integrity and able to maintain a high level of confidentiality at all times
Ability to recognise discrimination and willingness to put Equality Policies into practice
Demonstrate their understanding of confidentiality
Demonstrate a knowledge of relevant policies/codes of practice & awareness of relevant legislation
Specific work related requirements
Able to manage working hours flexibly to meet the demands of the role
Willingness and ability to travel to all work locations within the Trust and outside of the city where required

Safeguarding

Candidates should have an understanding of safeguarding and promoting the welfare of children and young people.

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

ABOUT HUMAN RESOURCES



Human Resources Adviser

Human Resources is a vital part of the Trust Central team, currently with two HR part-time HR Specialists providing support to 4 schools within the Trust.

As the Trust is currently undertaking an expansion programme, with 2 further schools due to join in this academic year, the appointment of a HR Adviser is the first step in growing our HR function.

Our aim is to champion a thriving work environment and grow our strategic impact, providing a high level of customer service through building relationships with colleagues and senior management.

HR provides support with:

- Casework management across the full range of HR
- Recruitment and pre-appointment checks/onboarding
- Staff health and wellbeing
- Employee relations
- Staff engagement
- Pay and benefits
- Training and development
- Diversity, equity and inclusion

HR is also responsible for developing and maintaining relevant staff policies, accurate staff and applicant records, working closely with the Trust Finance Manager on payroll matters and compliance with relevant legal requirements, including Safer Recruitment.

Cascade Multi Academy Trust currently employs around 350 staff across its four schools, which will increase to 500, when the two new schools join us.

FURTHER INFORMATION



Human Resources Adviser

This role is to start from January 2026.

This is a permanent role working 37 hours per week for 41 weeks of the year.

Due to the nature of the business, the HR Advisor is required to work mainly on-site during term time unless prior approval has been given to work on a specific project or piece of work from home. Please note that working from home is not a contractual arrangement and will be dependent upon operational needs.

The Trust office is based at Hucklow Primary School, however the postholder is expected to travel to all sites within Cascade Multi Academy Trust in order to fulfil the role.

Term time dates are published in advance each year for 39 weeks of the year.

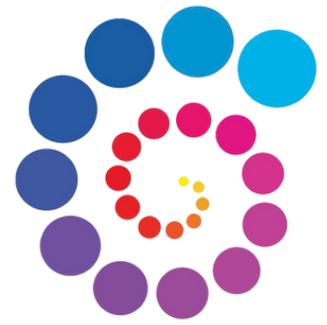
In terms of working the additional weeks, this will be discussed and agreed with the Line Manager. These will be agreed in advance based on service needs and staff will be given reasonable notice of when the set days are.

Term time+ employees, are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

Other types of leave may be granted in line with the Trusts Leave of Absence Policy.

After successful completion of a 6 month probationary period, the notice period for this role is 2 months.

THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.



The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. you should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack.

Please limit your supporting statement to two sides of A4 in size 11 font

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@cascademat.co.uk