



# **Guilsborough Academy**

*Guilsborough Multi Academy Trust*



# **Human Resources Manager**

## **Candidate information pack**

## **Letter from Mrs Julie Swales, Executive Principal**

*Dear Colleague*

*Thank you for taking an interest in our Multi Academy Trust and particularly in the post of Human Resources Manager.*

*I know how important it is to make the right decision when deciding whether to apply for a post, especially if you are happy in your current role. It is important to find out as much as you can about us, so I would encourage you to visit our websites*

*[www.guilsboroughmat.org.uk](http://www.guilsboroughmat.org.uk), [www.guilsborough.northants.sch.uk](http://www.guilsborough.northants.sch.uk) and [www.nasebyschool.co.uk](http://www.nasebyschool.co.uk) where you will find lots of information, which will give you a flavour of the culture at our Multi Academy Trust.*

*If you would like a tour of Guilsborough Academy (where the role will be based), to see for yourself what a great environment it is to work in, then please contact Ellie McFall, our HR Officer, on [HR@guilsborough.northants.sch.uk](mailto:HR@guilsborough.northants.sch.uk)*

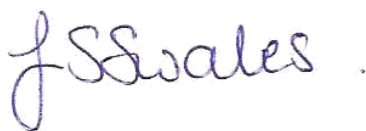
*Our Ofsted report can be found [here](#), which is another source of information for you and which highlights 'the positive learning environment in which lessons take place'.*

*I, like many staff at Guilsborough Multi Academy Trust, have been here for several years. Colleagues, often say that they stay because of the pupils, their colleagues, and the training and career development opportunities they can access.*

*My personal belief is when we attract fabulous colleagues, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.*

*If you feel that Guilsborough Multi Academy Trust could be the right organisation for you then we would welcome your application.*

*With best wishes for the future.*



*Julie Swales*

*The proud Executive Principal of Guilsborough Multi-Academy Trust*



## About Guilsborough Multi-Academy Trust

We are a small MAT located in idyllic Northamptonshire countryside. We are presently comprised of two academies: Guilsborough (11-19) Academy and Naseby Church of England Primary (4-11) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust with our partner primary school, Naseby Church of England Academy in 2014. Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. Combined with Naseby Primary Academy, we are part of a tightly knit multi-academy trust. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

### The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 4-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

### The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others. We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.

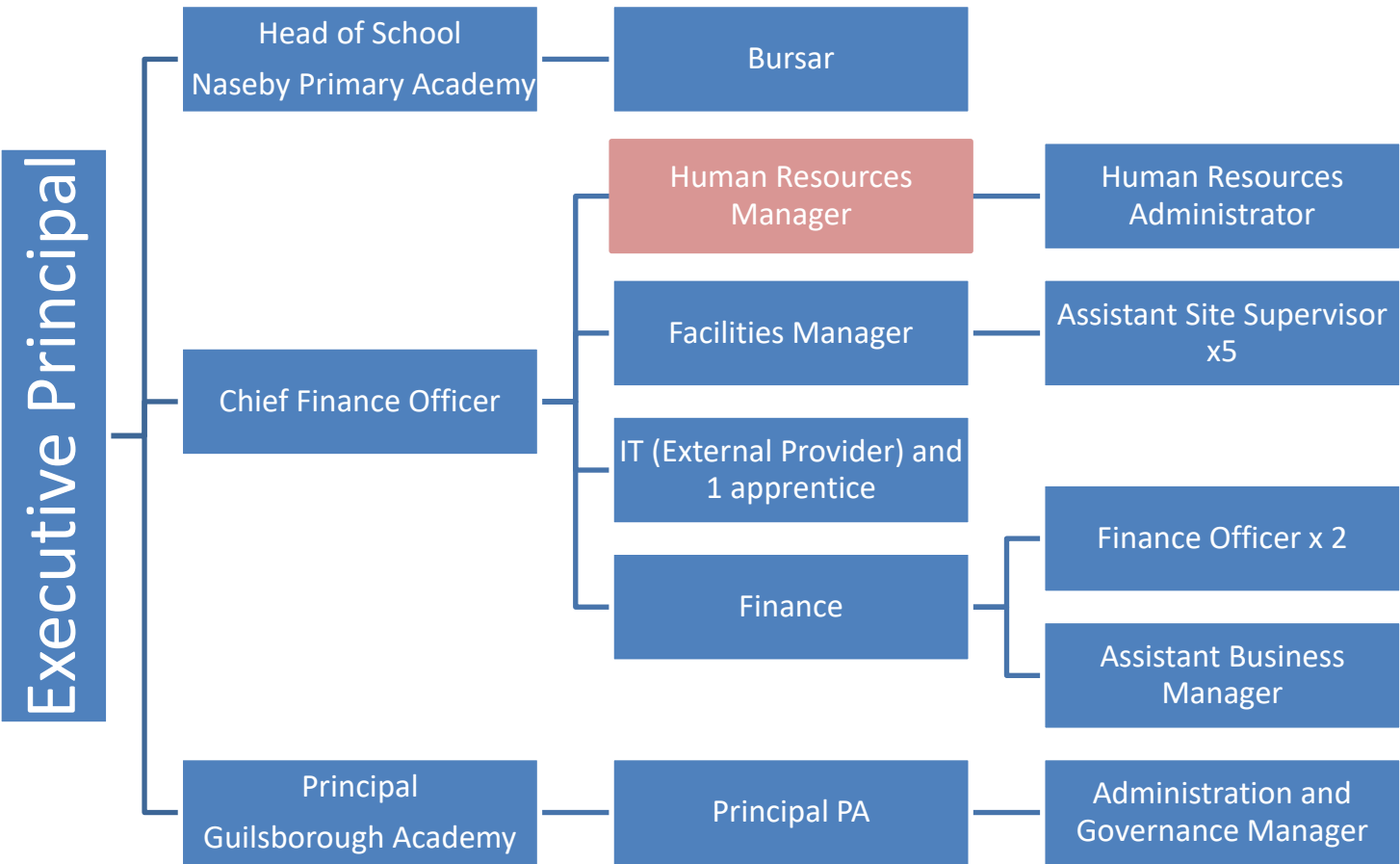


#### Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ Make the achievement of learning goals enjoyable
- ❖ Encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ Prepare our pupils to be active and valued members of society.



**Guildsborough Multi Academy Trust Structure**



*Situated in idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. Combined with Naseby Primary Academy, we are part of a tightly knit multi-academy trust. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.*

## **Human Resources Manager** **37 hours per week, 52 weeks per year** **Salary, between £40,000 - £45,000 per annum** **Permanent Contract**

Guilsborough Multi Academy Trust has an exciting opportunity for a HR Professional to join our Central Services team. As well as a competitive salary our benefits package includes 25 days' annual leave (plus bank holidays) a generous contributory pension scheme and a 24/7 employee Assistance Helpline.

We are looking to appoint an experienced professional to lead the HR department across the Trust. The successful candidate will have several years of HR experience, preferably including some within an education setting. You will be able to demonstrate that you have the expertise and ability to work with a range of stakeholders, including the Leadership team and the Central Services team for the MAT to deliver people-related services.

This is a permanent full-time position of 37 hours per week, 52 weeks per year, however, term time only plus 3 weeks would be considered for the right candidate. The post will provide an excellent opportunity for a qualified HR Professional.

Visits to the school are warmly welcomed. Please contact our HR department on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) or 01604 740641 to arrange a suitable time.

To apply, please complete our application form and a supporting letter of application and send to Ellie McFall, HR Officer, before the closing date below. The contact details for our HR office are: [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk).

For further information and to apply, please visit the Guilsborough Multi Academy Trust website.

## **Closing date: Monday 25<sup>th</sup> July 2022 at 9am**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. *DBS, Reference, Identity, and Medical Checks are mandatory for all posts within Guilsborough Multi-Academy Trust. Our Safeguarding and Child Protection Policy is available [here](#).* We are also committed to meeting the requirements of disability discrimination and other legislation.

[www.guilsborough.northants.sch.uk](http://www.guilsborough.northants.sch.uk)



## Job Description

<b>Post Title</b>	Human Resources Manager
<b>Reports to</b>	Chief Finance Officer
<b>Salary grade</b>	Between £40,000 and £45,000
<b>Hours</b>	37 hours per week, 52 weeks per year
<b>Contract type</b>	Permanent
<b>Preferred start date</b>	As soon as possible

### RESPONSIBILITIES

#### Strategic

- To support the central senior team in devising, developing and implementing the Trusts HR strategy, ensuring that this progresses the Trusts objectives.
- To participate in the planning and implementation of specific projects, procedures and guidelines to align the workforce with the strategic goals of the organisation.
- To analyse HR data in order to prepare statistics and advise leadership on appropriate HR decisions to improve organisational performance.
- To liaise with leadership to lead and support change management processes.
- To drive alignment between HR strategy and organisational goals.
- To advise senior leadership and governance leaders in relation to strategic improvements such as restructures, preparing business cases and handling stakeholder relations.
- In consultation with senior leadership, to respond to HR, payroll and pension queries from the external bodies, trade unions, government agencies, auditors, parents, trustees, staff, members of the public and other agents on behalf of Trust.

#### HR Management

- To manage the delivery of a compliant, professional HR business service for the Trust.
- To strategically liaise with managers to identify and implement pragmatic solutions to people and business issues ensuring they are commercially viable as well as in line with employment law and HR best practice.
- To strategically lead and oversee the implementation and continuous improvement of HR systems, policies and processes including pension arrangements, recruitment, performance management and other operational HR areas.
- To lead on and manage complex employee relations casework (including but not limited to dispute resolutions, disciplinary actions, grievances, absences, flexible working, retirement and redundancy) liaising with legal advisors and trade unions as appropriate.
- To advise managers on the terms and conditions of employment, attend meetings between managers and employees in an HR capacity, ensure sharing of best practice.
- To provide advice and guidance on all employment related queries for staff, including maternity / paternity leave entitlement, pensions, payroll, absence management, reward, wellbeing.
- To draft all required employment documentation in line with Trust requirements, including but not limited to contracts, letters, references, etc.
- To lead all employment consultation processes (e.g. TUPE, restructure, change of employment terms of conditions).
- To oversee the relevant training and development of employees, including ensuring ongoing compliance with policy and legislative requirements in respect of employee training.
- To manage the Trusts wellbeing programme including absence management, occupational health, mental health first aid

## **Recruitment and Talent Management**

- To provide support on all recruitment processes, including selection and interviewing of candidates, writing job descriptions and advertisements, preparing interview questions and selection criteria, completing safer recruitment practices and vetting processes.
- To provide advice to leaders and managers on recruitment and selection strategies.
- To manage talent pools and succession plans to ensure the Trust can continue to operate in the future.
- To carry out or support line managers with new starter inductions (oversee the induction processes)
- To develop and maintain an Employee Handbook and other best practice documentation that will support the recruitment process.

## **Pensions and Payroll Management**

- To keep the CFO apprised of any legal changes in payroll and pensions.
- To work closely with pension bodies (e.g., TPS and LGPS), regulators and auditors to provide required information that is accurate and timely.

## **Legal and Compliance**

- To ensure that the Trust always complies with all HR policies and employment legislation.
- To keep up to date with relevant HR and legal developments and national guidance, researching employment law issues for compliance and best practice.
- To implement and maintain a suite of legally compliant Trust HR policies, ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements, and that these accurately reflect the Trust's strategic aims and values.
- To oversee completion of statutory and non-statutory returns in relation to HR, pensions, and payroll.
- To oversee the completion of the Single Central Record (SCR), ensuring compliance with legal legislative requirements. Ensure relevant staff receive SCR training.

## **Personal Development**

- To maintain ongoing membership of CIPD.
- To undertake appropriate and regular HR training and development to maintain knowledge and improve practice.
- To participate in regular performance management.
- To complete all required training.

## **Other duties**

- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- Promote and safeguard the welfare of young and vulnerable people.
- To maintain high standards of confidentiality
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulation, legislation and procedures including the schools equity policy and Code of Conduct and national regulations such as Data protection and Health and Safety

## **FURTHER INFORMATION**

Guilborough Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an appropriate level of Enhanced DBS check unless internally appointed and already

undergone the relevant checks. Any appointment made will be subject to the receipt of two satisfactory references and other pre-employment checks.

In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Signed .....  
Postholder

Signed .....  
Line Manager

Date .....



## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
CIPD Qualified, minimum Level 5	✓	
Generalist HR experience, with up to date knowledge of employment law, good HR practice and safeguarding legislation	✓	
Experience of working in an education setting		✓
Experience of handling difficult situation and conversations successfully	✓	
Experience of operating HR databases	✓	
Experience of further professional development	✓	
Experience of change management		✓
Recent experience of working successfully in an office environment as a proven strong successful manager or leader providing HR services		✓
<b>Skills and Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal skills, confident individual who can communicate in a professional manner with influencing skills	✓	
Able to work alone or in a team, able to use initiative	✓	
Staff management skills	✓	
Strategic planning	✓	
Excellent IT skills	✓	
Strong numerical skills	✓	
Able to analyse data and make informed judgements	✓	
Able to review, develop and implement HR systems	✓	
Able to lead and achieve goals on HR projects and initiatives	✓	
<b>Other Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Communicate effectively to a wide range of different audiences (verbal, written, using IT as appropriate)	✓	
Excellent attention to detail	✓	
Act with discretion, tact and confidentiality at all times	✓	
Able to work under pressure with competing deadlines	✓	
Can do attitude and flexible approach	✓	

## **Support for our staff**

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing wellbeing initiatives to support all of our staff and are able to offer:

- **25 days' annual leave (plus bank holidays) and a generous contributory pension scheme**
- **24/7 employee Assistance Helpline**
- **An active staff wellbeing committee**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**  
*We have a very positive ethos and excellent staff/student relationships*
- **A developmental and supportive culture for continued professional development.**  
*The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.*
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**  
*We are based in Guilsborough, Northampton on a large and beautiful site.*
- **HR Services on site**  
*Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.*
- **Eye Tests**  
*Visual Display Unit (VDU) users are entitled to a free eye test.*
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**  
*All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.*
- **Pension Schemes**  
*GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.*
- **Healthy Eating**  
*Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.*
- **PTA**  
*We have a very active PTA group that all staff can get involved in if they wish.*
- **Additional Training Days**  
*Additional training day for curriculum development*

**Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.**

*We look forward to receiving your application and  
welcoming you to our  
Guilsborough family.*

