

Human Resources Manager

Closing Date:

Tuesday 15 June 2021

Early Applications encouraged



Application Pack



Welcome

As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

Marino Charalambous

Marino Charalambous
Chief Executive Officer



“ Our mission is to provide every child and young person with an enriching and inspiring educational experience ”





Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 5 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will consider becoming a part of our community.



Cuckoo Hall Academy – Edmonton

A four-form entry primary academy serving pupils from Nursery to Year 6.

"We aspire to provide a curriculum and learning experience that inspires pupils – we want every child to be engaged, inquisitive, and life-long learners. The Trust-wide curriculum principles will make sure this is our shared focus."

Ms N Ross | Headteacher | Cuckoo Hall Academy



Kingfisher Hall Academy – Enfield

A two-form entry primary academy serving pupils from Nursery through to Year 6.

"Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We're all committed to that."

Mr M Clifford | Headteacher | Kingfisher Hall Academy



Enfield Heights Academy – Enfield

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

"Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust."

Mrs J Bacon | Headteacher | Enfield Heights Academy

Woodpecker Hall Academy – Edmonton

A two-form entry primary academy serving pupils from Nursery through to Year 6.

"We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities."

Ms N Ross | Headteacher | Woodpecker Hall Academy





Heron Hall Academy – Ponders End

Finalists for the Pearson 'Secondary School of the Year' award 2021

A new and growing secondary school, serving pupils from Years 7 through to 11.

"Many of our students come from the Trust's primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people."

Mr A Barzey | Headteacher | Heron Hall Academy

North Star Community Trust

Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more. Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





Stronger Together

**We look forward to receiving your application,
and hopefully be part of our wonderful team at
North Star Community Trust.**



Job Description

Job Title	Human Resources Manager
Reports to	CEO
Location	Trust Central Offices, working across North Star Community Trust
Hours	Full Time
Contract Type	Permanent
Salary	£45K – £55K (dependent on experience)

An exciting opportunity has arisen for a highly organised and dynamic HR Manager to join the Trust and deliver the HR function across the five schools and central support services teams.

In this exciting role as HR Manager, you will provide a comprehensive HR service across our schools. You will deliver high-quality professional advice and guidance to senior managers, advising on various topics, including workforce planning, performance management, recruitment and retention and dealing with difficult situations. You will line manage a small team of HR professionals, providing specialised support.

You will ensure the Trust has the data, policies and practices in place to provide an excellent level of service to all its schools. As HR Manager, you will also play an essential and active role alongside your HR colleagues to inform the design and delivery of our new People Plan. You will also lead on updating HR policies, contribute to broader project and policy initiatives, and continuously review and enhance the HR service. This role suits an individual who can deliver an HR service of the highest quality, an eye for detail, has initiative and strong leadership qualities to develop and improve the team.

Duties and Responsibilities

Compliance

- SCR – Single Central Record compliance
- Advise the Executive Team on compliance and risk management issues.
- Ensure that the Trust complies with the requirements of the Public Sector Equality Duty.
- Develop and maintain all HR related policies and procedures, systems and processes to reflect the Trust's business aims and focus, underpinned by statutory compliance, best practice and added value.
- Ensure that Academy leaders and staff are fully aware of HR policies and procedures.

Leadership and Development of HR Team

- Act as the externally facing representative for HR for the Trust.
- Develop effective professional working relationships with stakeholders at all levels, including colleagues, educational advisory boards, trustees, trade union representatives and external agents.
- Assume overall responsibility for staff contracts, employee relation cases such as grievances, disciplinary, performance management etc.
- Manage HR casework through deployment of HR resource within the Team.
- Lead and develop the HR team members and deploy them effectively to ensure that both they and the HR function deliver an efficient, effective and professional HR service to Academies.
- Oversee investigations and complex employee relations issues including redundancy and grievance.

Systems and Process

- Introduce and drive change management initiatives.
- Assume overall responsibility for the lifecycle of an employee's journey from recruitment, onboarding to exit interviews.
- Develop and monitor staff recruitment, retention, reward, training and development policies and procedures, to assist in ensuring that they are cost effective and that the Trust secures competitive advantage.
- Ensure best practice in HR matters throughout the Trust.
- Reviewing and refining services to improve customer experience.
- Working with contemporary HR systems, including generating reports and management information to inform decision making.

Strategic

- Ensure all HR procedures, policies and practices are developed in line with the Trust's strategic objectives ensuring the Trust is an employer of choice.
- Formulate and implement the HR strategy and associated policies within the organisation working alongside executive and educational leaders.
- Advise in respect of and manage change, including workforce remodelling and organisational restructuring.
- Be able to produce data and reports showing analysing trends, diversity and potential risks.
- Contribute to the Trust's emerging strategies in relation to recruitment and retention, succession planning and talent management, and learning and development.

Quality

- Maintain personal professional development to ensure that the knowledge and skills required to manage the HR function are up to date; strive to keep up to date with relevant case law and statutory changes, and the guidance and Codes published by the DfE, ESFA, ACAS, LGA, BIS and other professional authoritative sources.
- Be a professional role model and understand and promote the aims and values of the Trust.

Working Environment

- The post will be based at the Trust Head Office. The post holder must be willing to work and travel across the Trust schools when required.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- This post is accountable to the CEO and will work with all Heads of Service and Headteachers to ensure effective delivery. Support will be provided by the Head of Operations and Community Support. The post holder will be required to maintain effective working relationships with staff and management within the Trust.

Person Specification: Head of HR

You will need to have a can-do attitude with strong project and people management skills. You will need to be committed to providing excellent customer service and to the aims and objectives of North Star Community Trust as a provider to the highest quality education to children in our area.

Qualifications and other required experience and skills	Essential	Desirable
<i>CIPD Qualified</i>		x
<i>Degree qualification</i>	X	
<i>Substantial experience of managing HR functions in a complex organisation</i>	X	
<i>Some experience of providing HR services to the education sector</i>		X
<i>Experience of working in a unionised environment</i>		X
<i>Experience of implementing HR information systems and processes</i>	X	
<i>Experience of managing a team</i>	X	
<i>High level verbal and written communications skills with colleagues and stakeholders at all levels</i>	X	
<i>High level of computer literacy</i>	X	
<i>High level of numeracy</i>	X	
<i>Strong negotiating and influencing skills</i>	X	
<i>Presentation skills</i>	X	
<i>Stakeholder management</i>		X

Next Steps

Applications should consist of a CV and covering statement outlining key matching experience and rationale for applying for the post.

Applications should be sent to North Star Community Trust, HR Department:

hr@northstartrust.org.uk

Tel 020 8804 4126

Closing date for applications is Tuesday 15 June 2021.

First-stage interviews are scheduled to take place week commencing Monday 21 June 2021.