



FRAMWELLGATE  
SCHOOL DURHAM

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# Trust Human Resources Manager

**Permanent**

**Part Time 0.6, all year round (hours to be agreed)**

**Salary** – Grade FSD 10 SCP 27-29

£38,220 - £39,862 FTE (£22,932-£23,917 - 0.6 equivalent)

**Start Date** – ASAP

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## CANDIDATE INFORMATION PACK

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## **Start Date – ASAP**

We are looking to appoint an efficient, dynamic and well organised HR Manager to support the COO and Senior Leadership Team in managing the HR functions of the Trust, the current school in the Trust, and preparing the Trust for expansion.

The ideal candidate will have excellent HR knowledge and previous experience of working in a similar role. Excellent verbal as well as written communication is essential as well as flexibility, attention to detail and complete discretion.

You will also have a strong interest in staff wellbeing and seek to quickly build positive relationships with all staff, encouraging staff retention and achievement.

This is a highly hands on and operational role and you will need to be extremely organised, juggling many different priorities. This is a part time appointment with a competitive salary and a degree of flexibility to benefit both the candidate and the school.

We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important: the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Michael Wright

Wendy Pattison

## CONTACT

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at [vacancies@framdurham.com](mailto:vacancies@framdurham.com)

## KEY DATES

The closing date for applications is: Monday 16<sup>th</sup> February 2026 at 9.00am

Shortlisting will take place: w/c 16<sup>th</sup> February 2026

Interviews are scheduled to take place: w/c 16<sup>th</sup> February 2026

Visits to the school are available on request. Please email [vacancies@framdurham.com](mailto:vacancies@framdurham.com) to arrange a visit

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ





# ABOUT FRAMWELLGATE SCHOOL DURHAM

Thank you for considering joining us at Framwellgate School Durham.

The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you. We're also really keen that you visit the school before applying for any post here so you can have a good sense of our values and ethos and how you can contribute to them.

The school ethos is based on the idea of excellence, inclusivity and all students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.





# AIMS AND ETHOS

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

## EXCELLENCE, INCLUSIVITY AND RELATIONSHIPS

All of our students deserve to know, experience and develop **excellence**. Subject expert teachers delivering with passion and engagement allow all our students to learn and achieve, developing the habits they need to be a success.

We are an inclusive school and we recognise that some students will join us and face barriers on their path to excellence. That's why we always focus on how best to support these students; we offer **'The most for those that need the most.'** This commitment to inclusivity and social justice is at the heart of our community.

To ensure we can do these things every one of our students is **known and valued**, with each success celebrated and each difficulty recognised. This is a community school and every child should feel safe and able to be who they truly are so that they can develop in confidence into young adults ready to do anything they put their minds to.



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# OUR CURRICULUM

We are rightly proud of our curriculum in terms of both its scope and its ambition.

As a true community and comprehensive school, we want all the children we serve to experience success and also be supported to achieve their maximum potential regardless of what that it is – it's not the grades students get while here that defines them but the destinations they unlock and we're proud of our ability to help every student reach the right destination for them. To enable this we recruit subject specialists, passionate about their chosen area, to share their love for their subject with others. All our staff should still be excited about learning new things themselves and this habit will build the culture of excellence we strive for.

## PASTORAL CARE AND SUPPORT



Pastoral care, and the strong relationships between staff and students, is a key strength of the school and is shown in the compassion and respect that all members of our community routinely show to each other. This is a fully inclusive school and we're proud of this fact. All students are placed in tutor groups and remain with their tutor group and their tutor as they move from Year 7 to 11. The tutor is the first port of call for all students and will build a rapport unique to each child over their time here so that every student feels valued and known. Each year group also benefits from the support of a non-teaching Pastoral Manager, as well as access to other specialists such as our Emotional Wellbeing Worker. This allows students to receive the support they need so they can focus on their education.

Our personal development offer is rich and detailed and aims to ensure that every child leaves not only ready to be a success in life but knows what active choices they can make. The school has a rich extra-curricular and super-curricular offer to help build character in students and we encourage all our staff to help grow this further by running clubs or societies that are close to their personal passions. From the French book club to girls' football, 6th Form reading buddies to Vex Robotics, climbing to the Broadening Horizons Award, there's something for all students to enrich themselves with.

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# LEADERSHIP, STAFF WELLBEING & DEVELOPMENT

The leadership of the school is committed to trusting in the professionalism of all its staff. We offer a high level of autonomy so that curriculum areas and individual teachers are trusted to determine what they believe is the best, most enriching and challenging curriculum for our students as well as constantly reflecting on the best pedagogical approach to deliver on that ambition. We promote the fact that this should all be a **collective endeavour** and that it's teams working together that achieve the best results. In return the leadership of the school will look to ensure that we all maintain a calm and orderly environment, that teachers can teach and that the training in school is designed to maximise professional development and help in the maintenance of our high standards.

At a leadership level we are all committed to the values of ethical leadership and to applying this to every aspect of school life. Every member of the school community should feel able to speak to anyone else on a professional level and that their concern or question will be listened to, acknowledged and acted upon. As a consequence of this approach, morale amongst the staff is high as we encourage them to seek **professional joy** and value working here. The school will benefit from a new build due to open in 2027, but the heart of any school is not its bricks and mortar but the people who work there, something we recognise and celebrate.

## LIVING IN THE NORTH EAST

Living in the North East is an attractive proposition. Many of our staff live within our catchment area and house prices in the region mean that it is ideal both for those seeking to establish themselves on the property ladder, or for families in need of more space. As well as the historic city of Durham with its rich cultural heritage and thriving social scene, the surrounding area offers much in the way of natural beauty for people to enjoy, whether walking in the Wear Valley, going north to the Borders, south to the North York Moors, surfing in the North Sea or spending time in the other local cities of Newcastle or Sunderland. Well served by transport links, the school is close to both Durham train station, a key stop on the East Coast Mainline, and the A1 (M), allowing easy access to Newcastle, York and London.

Durham is an amazing place to both live and work and we're confident you'll feel the same.



# Trust Human Resources Manager

The HR Manager plays a central role in supporting both employees and the organisation by supporting the full employee lifecycle. They are responsible for attracting and selecting the right talent through effective recruitment processes, ensuring that contracts are accurate and compliant, and providing clear terms of employment. The manager also oversees employee inductions, making sure new starters are welcomed, fully briefed, and set up for success from day one.

Beyond onboarding, the HR Manager's key areas of responsibility include absence monitoring, supporting both employees and managers to maintain wellbeing and attendance standards. The HR Manager is expected to handle employee relations (ER) casework, offering fair and consistent advice on matters such as performance, conduct, and grievances. In addition, the HR Manager ensures compliance with employment law and organisational requirements by maintaining up-to-date policies and procedures, providing guidance, and promoting best practice across the workforce. Together, these responsibilities help create a positive, legally compliant, and high-performing workplace.





# JOB DESCRIPTION:

## Trust Human Resources Manager

### Responsibilities

#### **Strategic Oversight of Recruitment**

- Provide strategic leadership and quality assurance of the school's recruitment and safer recruitment practices.
- Ensure the Executive Assistant (EA) and SLT remain fully trained and up to date with safer recruitment procedures and day-to-day operational requirements.
- Approve recruitment documentation (adverts, job descriptions, interview packs) prepared by the EA/SLT, ensuring alignment with legislation and policy.
- Maintain oversight of pre-employment safeguarding requirements and onboarding framework, with operational checks completed by the EA.

#### **Induction, Training & Compliance Development**

- Develop, maintain and periodically review induction frameworks for support/operational staff (delivered administratively by the EA and line managers).
- Have oversight of and advise on online compliance training, ensuring mandatory training is assigned, completed and evidenced.
- Conduct training needs analysis for support staff and identify cost-effective development options.
- Provide advice and guidance to SLT in relation to teacher training programmes, ensuring documentation is completed accurately and submitted in a timely fashion.
- Evaluate the effectiveness and impact of training programmes with the COO.

#### **Contracts, Terms & Conditions, and Employment Documentation**

- Provide strategic oversight of all employment documentation and contractual processes, liaising with SLA providers to ensure terms and conditions and documentation are up to date and remain fit for purpose.
- Check and formally sign off all staff contracts, offer letters and contractual change letters prepared by the SLA service provider facilitated by the Executive Assistant.
- Ensure contractual templates, terms and conditions and employment documents remain compliant with employment law and sector expectations.
- Communicate legislative updates and employment law changes to the Executive Assistant to ensure operational processes are correctly implemented.
- Advise the COO and Headteacher on workforce terms and conditions, legislative changes and associated risks.

#### **Employee Relations and Casework**

- Lead on all employee relations casework, including sickness review meetings, informal and formal capability, disciplinary investigations/hearings and management of grievances.
- Provide high-level HR advice and guidance to the COO on complex staffing matters.
- Oversee and support all TUPE, redundancy, restructure and organisational change processes, ensuring compliance and effective communication.

- Work proactively with managers to resolve conflict, address underperformance and manage conduct concerns.
- Maintain professional relationships with staff, trade unions and staff representatives.

### **Absence & Wellbeing Management**

- Take operational responsibility for managing sickness review processes, welfare meetings, return-to-work processes and long-term absence management.
- Have an oversight of the recording, monitoring and reporting of all staff absence, with administrative support from the EA.
- Use this data to provide reports to the COO around trends and hotspots in absences across school
- Coordinate and manage occupational health referrals and ensure appropriate follow-up actions.
- Produce termly and annual absence reports with the COO, identifying trends and concerns for SLT and Trustees.

### **Performance Management**

- Oversee the appraisal and performance review cycle for support staff to ensure consistency and fairness.
- Support senior leaders responsible for performance management of teaching staff ensuring compliance with school teachers' pay and conditions and other relevant DFE guidance.
- Lead formal capability or performance hearings where required.
- Coach and support managers in setting SMART objectives and providing effective feedback.
- Guide managers in implementing improvement plans, including informal interventions, documentation, and structured review processes.

### **Policy Compliance & HR Governance**

- Ensure the school maintains fully compliant HR policies, updating them in line with legislation and updates from service provider, statutory requirements and school procedures.
- Communicate policy changes to the EA and line managers, ensuring correct operational implementation.
- Oversee compliance with safer recruitment, employment documentation and wider HR regulations.

### **General HR Leadership**

- Lead employee engagement activities, including surveys and follow-up action planning.
- Support equality, diversity and inclusion priorities and ensure compliance with relevant duties.
- Respond to day-to-day HR queries requiring professional judgement.
- Lead all probation review meetings and exit interviews, recording outcomes and ensuring appropriate actions are completed.

# PERSON SPECIFICATION:

## Human Resources Manager

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"><li>CIPD qualification (i.e. degree in Human Resources Management Level 5) or equivalent professional qualification.</li><li>Strong knowledge of UK employment law and HR best practice.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of the ISI regulatory requirements (Part 4) and Keeping Children Safe in Education would be an advantage.</li><li>Schools or education sector knowledge would be an advantage.</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li><b>Employee Relations:</b> Expert in conflict resolution, investigations, and fostering positive workplace culture.</li><li><b>Talent Acquisition &amp; Retention:</b> Skilled in recruiting top talent and workforce planning to drive business goals.</li><li><b>HR Strategy &amp; Compliance:</b> Experienced in policy development, HR strategy, and employment law compliance.</li><li><b>Performance &amp; Development:</b> Strong in performance management, coaching, and designing learning programs</li></ul>	<ul style="list-style-type: none"><li>Experience of working in an educational environment</li><li>Experience of working with HR Database/ HR Systems</li></ul>
SKILLS	<ul style="list-style-type: none"><li>Excellent written and verbal communication skills and all round organisational and administrative skills.</li><li>Excellent accuracy and attention to detail.</li><li>Ability to think both strategically and tactically.</li><li>Able to direct and motivate others while working as part of team.</li><li>Ability to remain composed, adaptable, and effective under pressure, maintaining high performance and professionalism in challenging situations.</li><li>Commitment to high standards and continuous improvement.</li></ul>	

	<ul style="list-style-type: none"> <li>• Able to make a quick decision and respond flexibly and adapt to changing and challenging circumstances.</li> <li>• Able to interpret HR policies and procedures and apply them in practice and embed within the School's community.</li> <li>• A strong aptitude for IT.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• A professional and approachable manner.</li> <li>• An appreciation of the need for discretion and confidentiality is essential.</li> <li>• Confident in own decision-making and working on own initiative.</li> <li>• A willingness to be involved in the wider school life of the School</li> <li>• The ability to manage a busy workload and work effectively under time pressures.</li> <li>• Display commitment to the protection and safeguarding of children and young people</li> </ul>	



# THE APPLICATION PROCESS

If you have any queries prior to submitting an application please contact [vacancies@framdurham.com](mailto:vacancies@framdurham.com)

Please complete the application form available on our website.

## GUIDANCE ON COMPLETING THE APPLICATION FORM:

Candidates are requested to complete the application form in full. Section B requires you to set out thorough evidence of how you meet the criteria included in the person specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

## LETTER OF APPLICATION:

In addition to the application form and evidence described above, you will need to submit a letter of application. In this letter you should explain how your experience as an HR professional prepares you for this role, the skills and qualities you believe you can bring to the job, what you can offer FSD, and why you are excited to be applying to our school. The letter should be no more than 1,500 words or two sides of A4.

Please try to ensure that section B of the form, and your letter contain different information.

Please note, we will not consider applications which do NOT have:

- A completed application form
- A completed Section B
- A separate letter of application (containing different information to that included under Section B)

Your completed application form should be emailed 'in confidence' to [vacancies@framdurham.com](mailto:vacancies@framdurham.com) by 9.00am on Monday 16<sup>th</sup> February 2026.

All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

## KEY DATES

The closing date for applications is: 9.00am Monday 16<sup>th</sup> February 2026

Shortlisting will take place: w/c 16<sup>th</sup> February 2026

Interviews are scheduled to take place: w/c 16<sup>th</sup> February 2026



# FRAMWELLGATE SCHOOL DURHAM

The Excel Academy Partnership at  
Framwellgate School Durham,  
Newton Drive, Durham  
DH1 5BQ  
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