

# Human Resources Operations Manager (Trust)

Grade: PO6 – spine point 41 – 44 (£48,402 - £51,444)

Start Date ASAP – Permanent, Full Time



The University Schools Trust (UST) is exceptionally aspirational for the young people it currently serves, and we are deeply committed to extending our work in order to have an even greater impact on educational outcomes for young people.

Established in September 2016, the UST currently comprises three member schools located in two London Boroughs: St Paul's Way Trust School - an Outstanding all-through school, Cyril Jackson – an outstanding Primary School, both in Tower Hamlets - and Royal Greenwich Trust School - a growing school in the Royal Borough of Greenwich.

The UST has exceptional links with six world-leading universities and four sector-leading bodies and together we work collaboratively to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We are seeking to appoint a knowledgeable and skilled HR Operations Manager to work across the Trust to support us with new ways of working and initiatives in line with best practices to:

- Support the delivery of key strategic HR objectives
- Help develop a positive employee relations culture with a focus on equality, staff engagement and well-being.

Specific key accountabilities will include:

- Operational responsibility for the smooth running of the HR function across the Trust.
- Managing, leading and supporting the school-based HR teams with the full HR Life Cycle and complex casework issues.
- Leading on the implementation and embedding of new HR processes and procedures and ways of working.
- Supporting the embedding, maintenance and progression of a new integrated HR/Payroll management information system.
- Supporting the implementation of the Trust's new trade union consultation and negotiation arrangements.
- Drive and support positive change, best practice and being a strong team player who is motivational and resilient.
- Drive change and improvement positively.
- Support the HR Director to build positive relations with staff and leaders.

If you would like to play your part in building and delivering an outstanding HR service for our Trust we would very much like to hear from you.

To apply, please follow the link below:

<https://ats-ust.jp.co.uk/vacancies/>

**Please note, we do not accept CVs alone**

**Application closing date:**

9.00am Monday 22<sup>nd</sup> August 2022

**Interview date:**

Week Commencing 22<sup>nd</sup> August 2022

*The University Schools Trust, East London is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All successful candidates will be required to undergo an enhanced DBS Check.*

[UST Safeguarding and child protection policy](#)

University Schools Trust, East London is a charitable company limited by guarantee registered in England and Wales (registered number 7742547)  
Registered office: UST House, Limehouse Causeway, London E14 8AQ

