

# Consilium Academies Recruitment Pack

Human Resources Manager

Central Team



# About the Role

**Job Title:** Human Resources Manager

**Hours:** Full time, 36 hours per week.

**Salary:** £32,878 - £35,934 (NJC Grade 10 - Scp 30 to 33)

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Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking to recruit an experienced Human Resources Manager to lead and manage a responsive HR Service across all academies in the North East.

The HR Manager for Consilium Academies will be responsible for the delivery of a comprehensive HR service currently for four high schools in the Northeast, whilst supporting the central HR team with the remaining four high schools in the Trust. Consilium Academies is set to grow and the role of HR Manager is set to grow with the Trust. The HR Manager will be fully operational whilst also having a strategic focus as directed by the Head of HR.

The HR Manager will be required to spend one day a week on site in each school, and will be based in one of the high schools in the Northeast. Travel to the Northwest will be required on occasion to support with hearings and to attend team meetings.

The successful candidate will present the best possible example of professional standards to colleagues and pupils.

Please note we do not accept CV's. We ask that all completed application forms are sent to [HR@consilium-at.com](mailto:HR@consilium-at.com).

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is Monday 8<sup>th</sup> June at 12pm.**

Due to the current situation with coronavirus in the UK, we are continuing to advertise vacancies and would encourage all interested, suitably qualified candidates to apply. We will be in contact with shortlisted candidates to make arrangements for assessment.

**Interviews will take place Tuesday 16<sup>th</sup> and Wednesday 17<sup>th</sup> June (subject to change)**

*Consilium Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.*

*The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

# About the Trust

## The Consilium Mission

**'Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed'**

## **"Partnership, Opportunity and Integrity"**

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team led by our CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust.

We are aligning systems and processes throughout our school partnership and the input from our schools alongside the central team is therefore vital. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

## Job Description

Job Title:	Human Resources Manager
Reports to:	Head of HR
Based at:	North East Academies
Grade:	£32,878 - £35,934 (NJC Grade 10 - Scp 30 - 33)

### Main purpose of the Role

The HR Manager for Consilium Academies will be responsible for the delivery of a comprehensive HR service currently for four high schools in the Northeast, whilst supporting the central HR team with the remaining four high schools in the Trust. Consilium Academies is set to grow and the role of HR Manager is set to grow with the Trust. The HR Manager will be fully operational whilst also having a strategic focus as directed by the Head of HR.

The HR Manager will be required to spend one day a week on site in each school, and will be based in one of the high schools in the Northeast. Travel to the Northwest will be required on occasion to support with hearings and to attend team meetings.

### Core Responsibilities & Tasks

#### Main responsibilities

- Lead and manage a responsive HR Service across all academies in the Northeast, whilst supporting the HR team in the Northwest as and when required.
- Manage all HR casework in the Northeast, reporting to the Head of HR on complex casework
- Provide regular reports to the Head of HR on absence, performance, recruitment, disciplinary and grievance.
- Co-ordinate and prioritise the HR demands of the four high schools, ensuring that actions are completed and expectations are managed.
- Manage the recruitment process in the Northeast, working alongside the HR Officer to ensure safer recruitment and safeguarding compliance
- Assist the Head of HR in the formation of new policies and procedures and the review of existing ones
- Work closely with trade unions to maintain healthy working relations and chair consultative meetings in the Northeast
- Deliver HR solutions that ensure the Trust is managing its human resource in the most effective way to support future growth
- Deliver appropriate training on HR related topics to improve skills of managers and knowledge of colleagues
- Lead and manage restructures and TUPE transfers in the Northeast, including academy conversions as and when required
- Manage attendance levels across the academies in the Northeast
- Act as the day to day liaison for the Trust with external advisors, including our solicitors;
- Maintain the confidentiality of information acquired in the course of undertaking duties
- Contribute to the corporate work of the senior management team and participation in scheduled meetings.
- To present the best possible example of professional standards to colleagues and pupils.
- To work collaboratively and harmoniously with all levels of management in the school.

#### Casework

Employee Relations

- Provide day to day support and advice to employees in all HR matters
- Conduct investigations, absence meetings, risk assessments etc.
- Lead in the human resource functions across the four Academies
- Provide advice and assistance to SLT and staff ensuring that they have accurate and timely information in order to make effective decisions
- Handle and resolve conflicts in a professional and sensitive manner, ensuring the Trust objectives are achieved whilst staff morale is maintained
- Report termly to the Head of HR regarding the schools progress on all casework

#### Absence

- Keeping absence records and monitoring against absence indicators
- maintaining contact with employees on long term sick, arranging home visits / occupational health referrals / phased returns
- Investigate and understanding the causes for staff absence and develop strategies to improve absence
- Ensure all Back to Work Interviews are held and policy is followed.

#### Performance management

- Provide advice and guidance on performance management/capability process.
- Support line managers through the performance management/capability process as required.
- Ensure that training needs identified in the appraisal/capability process are carried out and recorded
- Monitor progress of performance management ensuring that managers are aware of deadlines for completion.
- Ensure that any performance concerns are addressed and resolved at an early stage, via support plans where necessary.

#### General

- Ensure that the HR Database is kept up to date, and casework is recorded correctly.
- Monitor mid and end of probation reviews for new employees in the Northeast.

#### Recruitment

- Provide advice and assistance on staff recruitment.
- Lead and manage the Recruitment process in the Northeast taking support from the HR Advisor to ensure that the recruitment process runs seamlessly and all necessary checks are completed before the employee starts.
- Carry out the initial induction for new staff.
- Ensure the Consilium website vacancies page is regularly updated and job adverts are posted on the relevant sites in the Northeast
- Ensure the Trusts adherence to Safer Recruitment.
- Ensure that all staffing and recruitment appointments have been confirmed and signed off by the CFOO in accordance with the staffing budget.
- Participate on interview panels when required and provide feedback to all candidates after interview, whether successful or not.
- Assist in the processing of documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks in accordance with Safer recruitment procedures.
- Provide HR reports to the Head of HR on recruitment, new starters and leavers on a termly basis.
- Collate information on exit interviews and identify patterns or trends, provide reports to the Head of HR

#### Reporting

- Regularly update the HR Information system with casework
- Assist with the development and implementation of the HR system
- Collate information on exit interviews and identify patterns or trends, provide reports to the Head of HR
- Provide monthly reports to the Head of HR on absence, recruitment, TUPE and casework.

### HR Generalist

- Prepare HR related communications to be sent to academy staff
- Keep and maintain all academy and Central HR policies, both electronic and printed, ensuring that all policies and procedures are available for staff
- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up on with the relevant line manager in accordance with the appropriate policies and procedures
- To co-ordinate the performance management process, ensuring that line managers complete performance management meetings and paperwork on time
- To take responsibility for ensuring that the probation process is managed effectively
- To coordinate the staff induction process and ensure that it is effectively managed
- To maintain an accurate and up-to-date paper electronic filing system for personnel records
- To process staff changes and staff leaving documentation and arrange exit interviews
- To draft a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
- To take minutes at formal meetings (e.g. discipline, grievance, capability)
- To support the Head of HR in other tasks related to HR administration
- To develop initiatives to promote an inclusive and engaged workforce
- Assist in setting up a Trust wide Health and Well-being working group with ideas and initiatives to ensure the well-being of all employees.
- To review, implement, and support provision of line manager training across all sections of the Trust in collaboration with the Head of HR.
- Assist the Head of HR in the ongoing review and development HR policies
- Assist the Head of HR with employee welfare initiatives.

### Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

### Additional Notes

- This Job Description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the Job Description will change within the broad remit of the post. This Job Description does not form part of your contract of employment and will be updated from time to time in consultation with you.
- It is expected that all staff work collaboratively to share good practice, resources and ideas to realise Consilium Trust Vision and aims. All staff should act with professional integrity at all times, following the Code of Conduct.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Fully CIPD Qualified (level 7) or equivalent

Chartered member of the CIPD

Graduate Degree in HR or equivalent

Experience of working in the education sector

Ability to make well-reasoned decisions based on sound judgement

Ability to work across all sites and co-ordinate demands

Ability to relate to people at all levels and communicate clearly

Adaptable in approach with an ability to juggle conflicting priorities

Ability to work to tight deadlines and deliver results

Supportive of change and continuous improvement processes

Genuine passion for working in an academy

Professional outlook, highly organised, able to multi task and meet deadlines

As the academy grows, it is likely that this role will evolve

Helpful and positive nature and ability to stay calm and diplomatic under pressure

Understanding of the importance of confidentiality and discretion

Resilience and determination to support HR processes

Detail orientated and able to take ownership of tasks and work with minimal supervision

Good IT skills including the ability to confidently use Microsoft Word and Excel

Strong administrative and organisational skills

Excellent written and oral communication skills