FALCON

EDUCATION TRUST

HUMAN RESOURCES MANAGER

APPLICATION PACK

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WELCOME

Dear Applicant

Thank you for your interest in the position of Human Resources Manager at Falcon Education Academies Trust.

We are a newly formed academy trust established to take on and turn around schools and academies in the north of England with a history of under-performance.

Our purpose is to secure immediate, sustainable improvement in these schools and academies, drawing upon the expertise of our trustees and senior leaders, who have proven track records in improving schools in very challenging circumstances.

The Trust has been established with a governance and leadership structure based on the Department for Education (DfE) model for multi academy trusts.

We are confident that we will achieve immediate, sustainable improvement because the trust has been established with a strong team of trustees and senior leaders with proven track records in improving schools in very challenging circumstances. We can also draw upon support from a network of partner multi academy trusts to provide additional capability and capacity.

You will be joining a highly innovative, ambitious and unique organisation, and we are therefore seeking an outstanding Human Resources professional who can realise the highest possible quality of services to support our vision.

This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Gareth Mason
Chief Executive Officer

ADVERTISEMENT

Human Resources Manager

Required as soon as possible, full-time (all-year round)

Salary Range: £35,000 - £40,000 per annum, dependent upon experience

Are you looking for an exciting opportunity to join a newly established organisation in the very early stages of its growth? This is a new role which presents the chance for the post-holder to really make a difference and to positively shape HR and recruitment across our trust.

Falcon Education Academies Trust is a newly formed multi academy trust, led by a strong trustee and senior leadership team with a proven track record of school improvement. We are a Department for Education (DfE) approved sponsor multi academy trust. Our member academies will be either maintained schools that convert under a Directed Academy Order or existing academies that the DfE believes would benefit from being part of our trust.

Working directly to the Chief Operating Officer, you will lead on the provision of high level strategic and operational HR and recruitment services across the trust. You will also lead on the HR aspects of TUPE transfers of new academies and the associated due diligence. You will play a key role in building and delivering the HR and recruitment functions across the organisation.

Bringing significant generalist HR experience at a senior level, along with your CIPD Level 7 (or equivalent qualification), you will also possess excellent leadership, communication and interpersonal skills.

You will be required to work in any of the schools/academies within the Trust as directed by the COO. Falcon Education Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

Application packs can be obtained upon request to k.bower@falcontrust.co.uk

Closing date: Wednesday 19th February 2020 (midnight)

OUR VISION

Our goals are:

- To transform lives in some of the most challenging circumstances in the country.
- To raise standards in schools where there is no other support available.
- To support communities that are crying out for the quality educational provision their children have the right to.
- To take on and work with any school that needs our support … no matter what the barriers are.

We recognise that there will be different issues in each school or academy, ranging from academic standards, pupil outcomes or quality of teaching through to school leadership, staff recruitment and retention or financial management.

Our aims are to:

- Ensure quality of opportunity for all students.
- Secure the raising of standards, emphasising the importance of outcomes for students.
- Develop and appoint experts to benefit the trust and the wider education system.
- Offer a broad and balanced curriculum which is knowledge rich and places literacy and numeracy at its heart.
- Achieve the transformation of life chances of the children within the schools and academies which the trust sponsors, by raising levels of achievement.
- Give young people important Employability skills.
- Provide a fully inclusive education in the belief that all local children should attend local schools.
- Collaborate ahead of competing, avoiding any actions detrimental to any young person, member of staff, or other school or academy within the local community.
- Adapt the implementation of a model which enables every individual academy and all academies collectively to raise standards.
- Create an encouraging environment which retains and develops any unique local community ties and character alongside the transformational systemic model.
- Organise capacity in advance of need at all levels so that newly acquired schools and academies may benefit quickly whilst ensuring that existing academies continue to perform.
- Maximise resource allocation and utilisation to best effect and always within budgetary constraints.

JOB DESCRIPTION

Human Resources Manager

Required as soon as possible, full-time (all-year round)

Trust Central Team
Full-time, all-year round

£35,000 to £40,000 per annum, dependent upon experience

Accountable to: Chief Operating Officer (COO)
Responsible for: 1 x Human Resources Assistant

Background:

Falcon Education Academies Trust is a new academy trust established to take on and turn around schools and academies in the north of England with a history of under-performance.
Our purpose is to secure immediate, sustainable improvement in these schools and academies, drawing upon the expertise of our trustees and senior leaders, who have proven track records in improving schools in very challenging circumstances.
Falcon Education Academies Trust is a Department for Education (DfE) approved sponsor multi academy trust. Our member academies will be either maintained schools that convert under a Directed Academy Order or existing academies that the DfE believes would benefit from being part of our trust.

Purpose of the Job:

Based within the trust's Head Office, you will support our Executive Team and a number of academies on all operational and strategic HR management, including leading on trust-wide HR and recruitment.

You will be the first point of contact for a number of key internal and external stakeholders, including Trade Unions and will be the key advisor to the Executive Team and the Trust Board on all HR related matters.

Key Duties and Responsibilities:

- To lead on the HR due diligence process for prospective schools, highlighting key risks to the Executive Team and Trust Board.
- To lead on the TUPE process for incoming schools, ensuring that processes are followed within time scales.
- To lead on and advise the Trust Board and Executive and Academy Leadership Teams on HR related matters, seeking external advice and support when required.
- To lead on the identification, mitigation and proactive management of HR compliance, risks and issues, including preparing reports for the Trust Board and Pay and Performance Committee, ensuring that relevant risks/compliance issues at academy level are being escalated appropriately.
- To ensure that any proposed restructures are carried out in line with the relevant legal and trust policies.
- To provide expert HR support for complex, high level employee relation issues.
- To provide timely information and advice to the Trust Board on progress against annual pay negotiations for both Teaching and Support staff, and any proposed changes to terms and conditions.
- To ensure that the trust's HR and recruitment strategy is aligned with the vision and development plan and to ensure associated procedures and documentation are in place in our academies.

JOB DESCRIPTION

- To lead on the recruitment of staff in academies and the central team, ensuring that safer recruitment practices are followed.
- To lead on the implementation and monitoring of an effective absence monitoring procedure, taking the lead where required or providing guidance to line managers in managing the process.
- To ensure that academies and the central trust is HR compliant and in line with the Single Central Record requirements for Ofsted.
- To ensure that any grievance, disciplinary or capability issues within the trust are dealt with effectively and in line with approved procedures.
- To lead on the development and maintenance of Staff Policies and Procedures / Employee Handbooks.
- To ensure that an effective performance management and pay review policy is in place for the trust.
- To build effective working relationships with Trade Unions and establish a Joint Consultative Committee with regard to consultation and negotiation on the people agenda. This will include leading the consultation on HR Policy implementation and all changes to staff terms and conditions across the trust.
- To implement an ambitious and effective continuous professional development program, working with senior leaders to map training needs and research and co-ordinate the delivery of relevant training to all staff.
- To promote effective HR management throughout the trust.
- To undertake regular reviews of trust HR policies and procedures and ensure that these are synergised throughout the trust and submit to the Trustees for formal approval.

General

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the trust.
- To attend meetings within the trust, at its academies and external events as required.
- To share expertise and skills with others.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Chief Operating Officer.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.

Additional Information

- The post holder will work across the trust and spend time at each of the schools, when required.
- To undertake any such duties commensurate with the post as directed by the COO.

PERSON SPECIFICATION

Knowledge & Experience	Essential	Desirable
Significant relevant HR generalist experience at a senior level.	X	
Experience of managing and working in an organisation operating across multiple sites.	X	
Evidence of successful management and leadership of diverse teams.	X	
Experience of successful change management, including TUPE.	X	
Experience of successfully leading on complex employee relations cases.	X	
Experience of working with a range of internal and external partners at all levels to achieve organisational aims.	X	
Experience of successful working, consultation and negotiation with Trade Union representatives.	X	
Experience of HR within an educational setting.		X
Qualifications		
CIPD level 7 (or equivalent) qualification.	X	
MBA/MA HRM qualification.		X
Skills and Personal Qualities		
Excellent written and verbal communication skills, with the ability to relate to a wide range of audiences.	X	
Working knowledge of employment law.	X	
Strong presentation skills (verbal and written).	X	
The ability to work strategically and to seek and implement creative solutions.	X	
Strong skills in analysis, risk management and impact evaluation with the ability to review and improve practice continuously.	X	
Excellent leadership skills with the ability to inspire colleagues, peers and teams.	X	
Self-motivated and a can-do attitude.	X	
Excellent communication and interpersonal skills.	X	
Professional, confident and warm personality.	X	
Strong team skills and awareness.	X	
Able to work independently as well as being an effective team member.	X	
Ability and enthusiasm to work jointly with team colleagues across a range of disciplines.	X	
Reliable and punctual.	X	
Excellent attention to detail with a high level of accuracy.	X	
Effective report preparation and recording skills.	X	
Ability to analyse, interpret and present data.	X	
Ability to work under pressure and to deadlines.	X	
Commitment to own and team learning and development.	X	
Maintain a high level of confidentiality and discretion at all times.	X	

PERSON SPECIFICATION

Other Requirements		
To promote and actively support the trust's responsibilities towards safeguarding.	X	
To undergo an enhanced DBS check.	X	
To abide by and promote our Equal Opportunities and related policies.	X	
Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility.	X	
The ability to travel in a cost and time effective manner to the trust sites and external meetings as required.	X	

HOW TO APPLY

Please contact Kathryn Bower, Human Resources on k.bower@falcontrust.co.uk to request an application form. Completed forms should be submitted to k.bower@falcontrust.co.uk by no later than **Wednesday 19th February 2020 (midnight).**

If you have any queries, concerns or require support with the completion of your application form due to a disability, please contact k.bower@falcontrust.co.uk or telephone 0345 245 0056. We will be very happy to help.

Thank you for your interest in Falcon Education Academies Trust

FALCON

EDUCATION TRUST

T: 0345 245 0056

info@falcontrust.co.uk

Falcon Education Academies Trust, Education House, Spawd Bone Lane, Knottingley, WF11 0EP