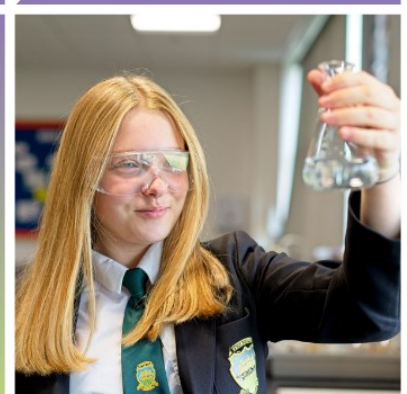


Trust Director of HR

Candidate Pack



Dear Candidate



Thank you for your interest in the post of Trust HR Director post at the Heath Family Multi Academy Trust. We hope that the information contained within this pack provides sufficient detail to help you consider if you have the right values, qualities, skills and experience to apply for this role.

Our Trust is cross-phase with five primary schools and three secondary schools in Halton, Knowsley and Sefton. Our mission is to improve the life chances of every child in our community by empowering our children to overcome barriers, be able to compete with the best, and shape the future. We achieve this through clarity, collaboration, accountability and academic rigour. These guiding principles set the foundation for a workplace culture that encourages personal and professional growth, allowing each team member to thrive and contribute their best.

We are a values driven organisation and believe our greatest asset is our people; we recruit the right people who share our mission and provide the training they need to enable them to flourish. In our trust, we behave:

With **kindness** – we look out for each other

With **integrity** – we do the right thing

With **tenacity** – we do what it takes.

Join us, and be part of a dynamic team where your skills, passions, and aspirations are not just valued but celebrated. We are confident that you will find the Heath Family to be not just a workplace, but a great place to grow, learn, and thrive. We look forward to hearing from you.

Yours Faithfully

David Donnelly

Chief Executive Officer



About the Trust

✓ WHY WE EXIST: A SHARED PURPOSE

To improve the life chances of every child in our community by empowering our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness:
we look out for each other.

With integrity:
we do the right thing.

✓ **With tenacity:**
we do what it takes.

WHAT WE DO

✓ We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.



Trust Director of HR

Salary—Scale Points L10—L15 (£62,202—£70,293)

Full Time 37 hours, permanent

This is an exciting opportunity for an enthusiastic, committed Human Resources specialist with both a strong track record in HR leadership and management and an interest in the strategic development of a growing Multi-Academy Trust. It will provide excellent scope for widening and deepening professional skills and experience.

As the HR Director, you will be a key member of the strategic leadership and will be a strategic partner in shaping and delivering the people strategy across all schools in the Trust. You will lead on HR initiatives that attract, retain and develop talent, promote staff wellbeing, and foster a positive, inclusive working environment. This is a unique opportunity to make a significant impact on our culture, drive HR innovation, and support our mission to deliver high quality education for all.

The HR function has evolved alongside the Trust's development and has needed to respond rapidly to operational requirements and growth trajectory in recent years. However, the new post holder will have the opportunity to review and develop structures and systems alongside the introduction of a new HR software package. The successful candidate will also develop streamlined administrative systems trust wide, ensuring efficient, consistent processes in all schools.

The Trust currently includes 8 schools (five primary and 3 secondary schools). The HR team sits within a central team with functions of Education, Finance, HR, Infrastructure Facilities and IT. The HR team currently consists of a HR Director, HR Manager, HR Officer, HR Assistant and a Governance Manager who supports with payroll and Single Central Record Audits.

We aspire to be an organisation where all our staff are proud to work and central to this role will be to further this sense of belonging, driving forward our shared aspirations which are built on partnerships working collaboratively. The HR Director will work closely with both Trust and school leaders to ensure that we are focused on the right things in the right way.

The Heath Family Trust has secured strong foundations which have been underpinned by strong collaboration between all leaders across each of our schools. It is a real privilege to work alongside such a talented community of professionals working tirelessly to provide the best opportunities for young people across the Trust. If you feel that you have the vision, drive and commitment to support our employees and make a contribution to the wider development of the Trust, our schools and central teams, then we would be delighted to hear from you.



We offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction
- ✓ Work laptop
- ✓ Car lease scheme
- ✓ Cycle to work scheme
- ✓ Employer Pension Contribution – Local Government Pension Scheme (LGPS)
- ✓ Employee Assistance Programme
- ✓ Occupational Health Services
- ✓ Health Care scheme
- ✓ Automatic Pay Progression



How to Apply

If you wish to have an informal discussion with the Chief Executive Officer, Mr David Donnelly about the role, please email a request to pevans@theheathfamily.org.uk.

C.Vs will NOT be accepted. All applications must be submitted using the Trust's application form. Application forms are available to download from the Trust website at [THFNW-Application-Form-September-2023.308061381.docx \(live.com\)](#)

Candidates will always be shortlisted based on the content of their application against the job description and person specification.

The Heath Family Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a number of pre-employment checks including an Enhanced DBS check, satisfactory references and proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996. It will be exempt from the provision of the Rehabilitation of Offenders Act 1974. For shortlisted candidates, there will be an online search which will be carried out as a requirement of Keeping Children Safe in Education 2024. (KCSiE).

Shortlisted candidates will be subject to online searches in accordance with safer recruitment requirements.

Completed applications should be submitted to the Director of HR at pevans@theheathfamily.org.uk

Closing Date: 12 Noon Monday 25th November 2024

Shortlisting Date: Wednesday 26th November 2024

Interviews: Monday 2nd December 2024



Recruitment & Hiring Process

Application Form

Complete the Trust application form. The job description and person specification should be used to assist in completing the form. C.Vs will not be accepted.

Include a Supporting Statement of no more than 2 A4 sides to describe the skills, knowledge and experience to demonstrate how you meet the person specification and are able to fulfill the requirements of the role.

Equal Opportunities Form

Complete and return the equal opportunities form. This is confidential and is used for monitoring purposes. Forms should be returned to recruitment@theheathfamily.org.uk

Application form should be returned to pevans@theheathfamily.org.uk Documents should be in MS Word or PDF format.

Shortlisted

If your application is successful, you will be notified by email, via the email address provided on your application form and invited to attend an interview. Details of the interview day and any assessments will be outlined in the email.

References

References are sought for shortlisted candidates, in accordance with DfE Keeping Children Safe in Education 2024 guidelines, unless you have specifically indicated that you do not wish referees to be contacted at this stage. You should provide a minimum of two referees, at least one from your current or most recent employer.

Interview and Assessment

Interviews will take place at either the Trust central team offices or at one of the schools within the Trust. The successful candidate will be notified as soon as possible after the process has concluded but usually within one day of the interview process. All offers are conditional upon satisfactory pre-employment checks, including an Enhanced DBS.

Outcome

All candidates are notified within one working day of the outcome. Successful candidates will receive a written offer. Feedback can be provided upon request for those who have attended interview



JOB DESCRIPTION

Post Title	Trust HR Director
Salary	Central Pay Leadership Team points 10 – 15 £62,202 - £70,293
Accountable to:	THFNW Trust Board / Chief Executive Officer
Line Manager:	Chief Executive Officer
Accountable for:	School and Trust HR Support Services

Overall purpose of the post:

Responsible for leading the HR functions and services for The Heath Family (NW), including:

- Leading and managing all aspects of the Trust's Human Resources functions
- Developing the Trust's HR strategy
- Ensuring all aspects of HR and payroll systems are efficient and effective
- Ensuring the effective management of HR casework
- Leading recruitment across the trust
- Implementing effective performance management procedures
- Delivering appropriate and effective employee engagement
- Delivering a successful HR service offer to our schools

The HR director will be accountable for supporting the strategic development and operation of the trust through the development and implementation of effective HR strategies and services, and for upholding the trust's vision and values in all aspects of their work

Core Functions and Responsibilities

Strategic Leadership

- Develop and implement the long-term vision and strategy for the trust's HR services, ensuring they meet the needs of the trust as it grows and develops
- Lead and manage all aspects of the Trust's Human Resources functions
- Develop and implement a workforce plan for the trust, including identifying skills gaps and modelling staff deployment options
- Build HR capacity within the trust, helping trust leaders to develop their knowledge and skills related to managing their staff
- Contribute to the trust's strategic planning and risk management exercises, including implementing remedial strategies where necessary

- Ensure the Trust has a proactive approach to staff absence management, including providing advice, guidance and training to school leaders
- Monitor and analyse workforce statistics and report on these to other senior trust leaders
- Lead and develop the trust's HR team, including taking responsibility for the team's professional development
- Oversee the trust's HR policies and procedures, including (but not limited to) those on pay, performance management, induction, special leave, sickness absence, whistleblowing, redundancy/redeployment, and flexible working as well as establish new, relevant policies where required.
- Support the trust's due diligence exercises for joining schools
- Lead on the trust's approach to organisational change, such as restructuring, redundancy and TUPE
- Ensure schools are supported in relation to recruitment, monitoring recruitment and retention levels and reporting these as appropriate to the Trust Board.
- Keep up to date with regards to legislative changes that may impact the Trust HR provision, communicating changes and associated advice to relevant stakeholders.
- Manage the Trust's use of external HR providers and services, ensuring the quality of the provision is high and the Trust receives value for money (including Employee Assistance, Occupational Health and Salary Sacrifice/Incentive providers)
- Quality assure senior leader access to the Trust's external HR/Legal advisory support providers where necessary
- Lead the evolution of Trust employment documentation (Contracts, Application packs, Adverts etc.) to ensure compliance with relevant legislation and Employment law
- Work with the DoTL to ensure an effective CPD programme is in place to support the development of our staff
- Lead on staff wellbeing and engagement programmes that match the Trust's vision and ethos, and report on the impact of these to Trust leaders as appropriate.
- Work with other trust leaders to develop an appropriate benefits and rewards package for staff across the trust
- Oversee the trust's approach to performance management, making improvements as necessary
- Develop the trust's long term pay and grading mechanisms, ensuring these remain appropriate and support the trust's efforts to recruit and retain the best possible staff
- Work with unions and professional associations, maintaining strong and effective relationships that support the Trust's employment approach and responsibilities.
- Work with Trust leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate.
- Establish positive network relationships through local, regional and national forums as required.
- Develop, implement and monitor the trust's 'safer recruitment' procedures alongside the Trust Safeguarding Lead, including compliance with Disclosure and Barring Service (DBS) check and training requirements, as well as develop and implement a programme of safeguarding training
- Support the Trust Safeguarding Lead on the Trust's responsibilities for safeguarding, specifically in relation to employee matters
- Appropriately signpost leaders to the Trust's procedures for handling allegations against adults, and facilitate liaison with external agencies as required

HR Support

- Develop and oversee the process for resolving HR casework
- Resolve high-level and complex ER casework including, where appropriate

Information Systems

- Manage the trust's HR information system, SAMPeople, including managing user access, providing training, generating reports, and considering future developments
- Prepare MAT level information and oversee statutory returns and publications related to HR and payroll related returns for the DfE and other agencies, such as the school workforce census, gender pay gap and reporting related to the public sector equality duty, within statutory guidelines

Payroll

- Oversee systems for the timely and accurate provision of data by schools and the central trust to the Trust's payroll provider, to ensure all pay amounts and payment dates are accurate
- Monitor the effective delivery of the payroll services provided by the MAT's payroll provider
- Monitor adjustments in payroll
- Oversee the resolution of payroll discrepancies
- Respond to payroll related questions from employees if unable to be resolved at admin level
- Manage and direct Trust central staff with responsibility for payroll administration
- Oversee the issuing of employment offer letters and contracts that are issued on behalf of all schools within the Trust
- Liaise with pension providers as and when necessary

Administration

- Identify and streamline administrative workflows, bringing best practices to support effective and efficient administrative functions across the Trust

Special Features The postholder will be required to travel to any schools within The Heath Family

Supplementary Support

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Notes:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION – TRUST HR DIRECTOR				
CATEGORY/ITEM	E—Essential	D—Desireable	E	D
Qualifications, Knowledge & Experience				
· Minimum of 5 GCSE's A* - C (or 4+) including English and Maths or equivalent			X	
· CIPD Level 7 qualified			X	
· Minimum of five years' experience working in a HR Management role in a medium-sized organisation			X	
· Experience of developing Policy and Procedures			X	
· Understanding of employment law			X	
· Experience of working with third party service providers			X	
· Organised with good attention to detail and experience of managing electronic and paper			X	
· Competent in the use of Microsoft Office applications including Excel and Word			X	
· Understanding of safer recruitment in a school context				X
· Experience of working in a school or other educational setting				X
Skills, Abilities and Personal Qualities				
· Ability to prioritise tasks, manage time effectively and meet deadlines			X	
· Ability to cope effectively in a busy, demanding role			X	
· Excellent understanding of developments in employment law and employee relations,			X	
· Managing difficult situations and working with those involved to devise solutions			X	
· Ability to cope effectively in a busy, demanding role			X	
· Ability to manage a number of on-going projects effectively and efficiently			X	
· Proven ability to maintain confidentiality in all aspects of work			X	
· Ability to manage stakeholders and third-party service providers			X	
· Excellent communication skills both oral and written			X	
· Able to provide a high level of customer service to stakeholders			X	
· Able to use own initiative within a busy, diverse team			X	
· Have an understanding of and be able to demonstrate a commitment to Equal Opportunities			X	
· Willingness to further develop through appropriate CPD			X	
· Flexible approach to working hours and positive attitude to work			X	
Suitability to work with children				
· Enhanced DBS clearance is required for this position			X	