

HR and Governance Manager

Salary: £50,000 - £55,000

Hours: 36.66 hours per week

Equated Weeks: Full time, or term time plus can be considered

Closing date: 22nd November 2024 – 12 Noon

Shortlisting: w/b 25th November

Interview date: Monday 2nd December 2024

Crompton House C of E Multi Academy Trust

Rochdale Road

Shaw

Oldham

OL2 7SN

www.cromptonhouse.org

Crompton House C of E Multi Academy Trust is seeking to appoint an experienced and highly motivated Human Resources Manager with expert-level knowledge and significant experience in HR to perform an integral role in delivering a professional, high quality, efficient and effective HR service for the family of schools in our Trust.

Crompton House C of E Multi Academy Trust is a growing educational organisation formed in May 2019 with Crompton House Church of England School (CHS) being the founding secondary academy. Beal Vale Primary School joined the Trust on 1st September 2019. St Hughes CofE Primary School joined on 1 November 2023 and St Thomas CofE Primary School joined on 1 January 2024.

The successful candidate will have overarching responsibility of managing and coordinating comprehensive HR services across the Trust. This is a key role which will develop further as the Trust grows. The successful candidate will be able to demonstrate proven ability to provide effective advice on employment law, policies and procedures.

Support will be given by an external HR advisory service. Training will be provided on Governance Compliance.

The ideal candidate will be a highly focused and organised individual, passionate about making a difference for our academies and local communities. You must be efficient and possess outstanding attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters. In addition, you will need to demonstrate strong ICT skills with the ability to analyse data and present findings. This is a challenging yet highly rewarding role with a supportive and welcoming employer.

We are looking for:

- A professional with validated HR management experience, excellent knowledge of best practice and a strong understanding of Employment Law.
- Experience of managing HR in a multi-establishment organisation or relatable experience.
- An experienced line manager with excellent communication and team building skills.
- A reliable, highly motivated and self-driven professional.
- Ability and confidence to coach and mentor colleagues.
- Strong problem-solving capabilities.
- Risk management focused solutions and advice to Trust and School leaders
- Strong collaborator management skills, including an ability to set expectations and balance conflicting demands.
- Report writing and presenting to a variety of audiences.
- Excellent IT skills.
- Ability to effectively contribute to the review and development of policies and procedures.
- Strong organisational skills, a keen eye for detail, high standards and take pride in your work.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail. The appointment will be made on either a full-time basis, or term time plus basis following discussion with the successful candidate. Please specify any strong preference in your application.

We will offer you:

- The support of committed, dedicated and friendly colleagues
- Admission to the Local Government Pension Scheme
- The opportunity to develop and grow your career within the Trust
- 25 days annual leave rising to 29 days after 5 years' service, and to 32 days after 10 years' service, plus Bank Holidays
- Access to an Employee Assistance Programme (EAP)
- We encourage open and regular conversations about work-life balance

The Trust Chief Financial and Operating Officer, Stephanie Smith, can be contacted on 01706 847451 or by email on s.smith@cromptonhouse.org to discuss the role further or answer any queries.

Crompton House C of E Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and governors to share this commitment. In this respect all potential applicants are advised that any offer of appointment will be subject to enhanced Disclosure and Barring Service clearance as well as other relevant recruitment checks

Application forms should be emailed to j.slater@cromptonhouse.org

Some Other Things You May Wish To Know About Working At Crompton House Multi Academy Trust

Pensions

Crompton House Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Crompton House Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Equality of opportunity

Crompton House Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, religion, marital status, sexual orientation and/or medical condition.

Safeguarding

Crompton House Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Policies

Crompton House Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application.

These can be found on the Trust website <https://www.cromptonhousetrust.org/> All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will typically take up references before the interview date. If this is not convenient, please state this on the application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted.

This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

Application Form

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

