



The Collegiate Trust
Exceptional Education for All

HR MANAGER

Information for Applicants

Location	The Collegiate Trust (at Riddlesdown Collegiate, Croydon)
Required	October / November 2023
Terms	Full time, permanent
Salary	£40k – £45k pa
Closing date	9.00am, 22nd September 2023
Interviews	w/c 25th September 2023





The Collegiate Trust

Exceptional Education for All

Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

Our Vision

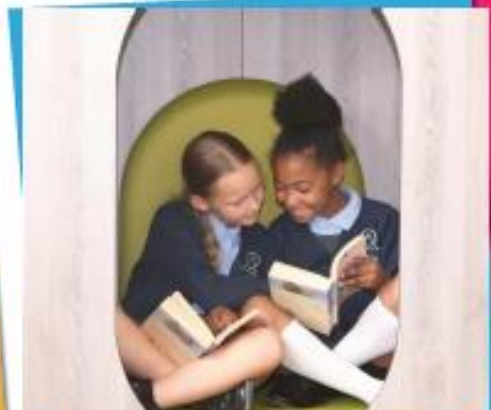
Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**



Welcome

Dear Applicant

Thank you for your interest in the post of *HR Manager* within our Central Team. I hope that this information pack will help you to learn more about our fantastic Trust and that you will be excited about the prospect of joining us.

The Collegiate Trust is an ambitious family of schools and a dynamic place to work. Our mission is to collaborate in order to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will do and achieve in the future.

We are looking to appoint an experienced HR professional to effectively manage the HR function across the Trust. The *HR Manager* will support the Director of HR with the development of our People Strategy across the Trust, and advise Principals and their teams with regards to employee relationship cases. They will be responsible for day-to-day HR functions, practice and procedure.

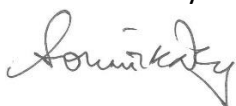
You will work closely with the Director of HR, who oversees the strategic development of HR within the Trust. You will also be supported by a HR Administrator who forms part of the Central Team. Within this collaborative team, you will manage all transactional HR tasks, ensure exemplary employee paperwork, offer guidance and support regarding employee relations cases and collaborate with the Director of HR to enhance employee experience and strengthen our position as an employer of choice. The successful candidate will be able to approach and support each HR matter that arises with confidence, organisation, compassion and within current best practice/employment law. You should have a demonstrable record of impactful employee relations advice, management of compliant HR documentation and the smooth running of recruitment procedures. Experience of these functions within a school setting would be advantageous, but not essential.

As we expand and welcome more schools to our Trust, the HR Manager will soon be an important part of the HR service for over 1000 staff within The Collegiate Trust, which has a focus on maximising the value and talent of our workforce. This post has the benefit of membership of the Local Government Pension Scheme.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. To apply, please complete the form on our website <https://tct-academies.org/vacancies/>, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any queries or would like an informal discussion about the role, please contact the Director of HR, liz.james@tct-academies.org.

I look forward to hearing from you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Information about *The Collegiate Trust (TCT)*

MISSION: *Collaboration to deliver an exceptional education*

VISION: *Exceptional Education for All*

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in Autumn 2023 will bring our Trust to c.7000 pupils and c.1000 employees.

School	Range	Date joined	Roll	Principal	OFSTED
Riddlesdown Collegiate	11-18	founding school	2063	Dr Parimal Bhatt	Outstanding
Gossops Green Primary	4-11	1.11.2016	594	Mrs Sarah Dunne	Good
Waterfield Primary	3-11	1.3.2018	390	Mr James Purveur	Good
The Quest Academy	11-18	1.6.2018	974	Mr Andy Crofts Mr Tom Beecham	Good
Quest Primary	3-11	1.9.2018	206	Mr Andy Crofts Miss Jo Stawman	Good
Courtwood Primary	4-11	1.9.2018	213	Mrs Natasha Grant	Good
Kenley Primary	4-11	1.9.2021	196	Mrs Katie Turner Mrs Jacki Keogh	Good
Woodcote High School	11-18	1.4.2023	1273	Ms Kirstie Woodcock	Good

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our culture of ambition is clearly focussed on our PEOPLE and their LEARNING. We support all members of our team to do the best job they can by ensuring high quality professional development in a healthy workplace environment where wellbeing is seen as an essential requirement for success.



Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all – staff and students alike. We are a dynamic and expanding trust of eight schools (three secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Exceptional performance rewards
- ✓ Cutting-edge technology provision
- ✓ Staff Diner (delicious hot and cold meals every day)
- ✓ Free use of Fitness Suite
- ✓ Other fitness and wellbeing activities, e.g. Staff Football, Yoga, Spin, Staff Choir
- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including online checks, checks with past employers and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical and attendance checks.

¹ At the time of publication, not all benefits available at every TCT school.

Job Description

Scale:	£40k – £45k
Contract:	Full Time Permanent
Hours (may be flexible):	36 hours per week
Location:	Based at TCT Office at Riddledown Collegiate, Croydon, with occasional travel to other schools; some working from home may be possible

Purpose of the Post: To manage the operational delivery of our HR function and provide an effective HR service to staff and senior leaders within the Trust.

Reporting to: Director of HR

Principal Accountabilities:
(not an exhaustive list, additional duties may be required by the role)

General HR Management and support

- Day-to-day management of the Trust's operational HR activities, overseeing all transactional aspects of the employee experience from recruitment to exit
- Ensure the safe and secure maintenance of personnel files, storage and archives
- Maintain accurate employee records, and ensure relevant colleagues (e.g. payroll) are informed regarding amendments and pertinent information as appropriate
- Offer advice on HR matters, supporting the Trust in remaining compliant with all legislation and educational regulations
- Provide HR advice to Principals and wider Trust staff
- Be available to manage Employee Relation queries as designated by the Executive Team, including on issues relating to equality, diversity and inclusion
- Advise line managers on the correct policy and procedure to follow in ER cases, and offer coaching/support for processes as needed, including disciplinary, grievance, capability, absence, probation (and any other HR related procedure/Policy)
- Conduct investigation meetings and complete necessary paperwork as necessary
- Support recruitment across the trust, managing all administration in relation to staff employment and offering guidance as required
- Ensure all new job descriptions, person specifications and role adverts are fully reviewed, accurate and approved at Trust level
- Responsible for overseeing and placing adverts, organisation of application packs and the distribution of packs to applicants

- Ensure that all pre-employment checks and processes have been completed to the expected standard and by agreed deadlines
- Oversee the Single Central Record of the Trust, ensuring all legal requirements are met
- Ensure that contracts, offer letters, variations to contracts, changes to terms and conditions and other written communications are produced as appropriate, to a high standard, on time and in accordance with Trust templates
- Support Senior Staff in ensuring probationary reviews are conducted within appropriate time frames, offering advice and support on the process
- Support the Director of HR in the development of the Trust's HR Strategy
- Support the Director of HR in the development and integration of HR policies, systems and practices
- Support the development of wellbeing programmes as part of the Trust's approach to recruitment and retention
- Support the Trust's approach to organisational change (e.g. restructuring, redundancy, TUPE)
- Manage the collation of HR data for statutory and sectoral returns and to provide an internal analysis of relevant workforce data and KPIs to inform the development of the HR Strategy
- Support the development of HR technology and processes to ensure efficient and effective management and implementation of HR information, policies and procedure
- Contribute more widely to the Trust, supporting its vision and values

Person Specification

Qualifications	
1	Relevant HR qualification, e.g. CIPD (Consideration will be given to individuals with proven experience of HR Management)
Experience	
2	Experience in providing high quality advice to senior leaders on HR issues, preferably within an education setting
3	Knowledge of current employment legislation and HR best practice
4	Experience of managing an organisation's HR function
5	Knowledge and understanding of safeguarding, including safer recruitment, as well as equal opportunities and diversity
6	Knowledge and understanding of national terms and conditions for teachers, local government support staff, school workforce census and the academy sector
7	Experience of working in a dynamic workplace environment, managing complex change and development
8	Effective management of employee relations casework
9	Experience of managing the full employee cycle from recruitment to exit
Skills & Attributes	
10	Excellent interpersonal and communication skills with the ability to communicate effectively orally and in writing
11	Enthusiasm for working collaboratively to help teams achieve their goals
12	Ability to develop sound working relationships with staff at all levels
13	Ability to manage a complex and varied workload, meeting conflicting deadlines, whilst maintaining attention to detail
14	Ability to demonstrate effective organisational and time management skills
15	Ability to act with confidentiality and discretion, and work within GDPR regulations
16	Ability to work on own initiative and problem solve
17	Willingness to work flexibly
18	Ability to demonstrate compassion/empathy whilst also being able to hold difficult conversations
19	Integrity
20	A good level of experience of using ICT though databases and Microsoft Office

The Collegiate Trust
Honister Heights, Purley , CR8 1EX
☎ 03300 100 701
✉ admin@tct-academies.org
💻 www.tct-academies.org