

HUMAN RESOURCES MANAGER

Applicant information pack

Human Resources (HR) Manager

Permanent

Grade 11 SCP38 – SCP 40

£50,908 to £53,051 FTE per annum

37 hours a week (Monday-Friday)

At North East Learning Trust our ambition is to continually improve the experiences and outcomes for all the 8865 children across our 15 academies. We look to achieve this by ensuring our 1,400 people join us on our journey towards excellence both in the view of Ofsted and as judged by performance outcomes, enrichment opportunities and the day-to-day experiences of students as learners and of our staff.

Due to the continued growth of North East Learning Trust, we are expanding our HR Manager team. We are looking for a highly motivated, experienced and professionally credible HR Manager to join the Director of HR and the HR team in delivering a responsive, high-quality and continually improving HR service across the Trust.

Each HR Manager is the named HR lead for a portfolio of schools. You will build trusted relationships with Headteachers and senior leaders, develop a strong understanding of your schools and provide practical, legally compliant advice and support.

This is a broad HR generalist role in which complex employee relations and case management will form the largest part of the workload, particularly during school term time. You will manage a varied caseload including attendance, capability, disciplinary, grievance, safeguarding-related employment matters and organisational change, applying sound judgement and helping leaders reach fair, timely and sustainable outcomes.

The pattern of work changes during school holiday periods, when term-time colleagues are generally not working and case activity is usually lower. These periods provide space to respond to essential queries, prepare for forthcoming cases and priorities, and progress policy, systems, data and service-improvement work. You will therefore have genuine opportunities to lead proactive and strategic projects, including embedding iTrent, developing workforce analytics, improving recruitment and employee lifecycle processes, and building HR knowledge and confidence within schools.

The successful candidate will:

- Act as the named and trusted HR adviser for a dedicated portfolio of schools.
- Lead a substantial and varied caseload.

- Build HR knowledge and management expertise in our people.
- Contribute to and lead Trust-wide policy, iTrent, workforce analytics and process-improvement projects.
- Support schools to deliver recruitment and other people processes effectively, efficiently and compliantly.
- Have a flexible approach to work and be able to travel.

We can offer:

- Excellent working environment and ethos in a growing and successful Trust.
- National Terms and Conditions of Employment (NJC Green Book).
- Access to Local Government Pension Scheme.
- 32 paid holidays in addition to bank holidays and one paid Wellbeing Day.
- Lifestyle savings and range of discounts from top retail brands.
- Discounted gym membership.
- Employee Assistance Programme.
- The role is based at our Peterlee Head Office, with travel to Trust schools as required; with a flexible and agile approach to working.

Deadline and Find out More

The advert will remain open for four weeks but may close earlier if sufficient applications are received If you are interested in applying and would like to find out more about the role, the HR team, or the wider structure and strategic priorities, further information can be obtained from Helen Murphy Director of HR – helen.murphy@nelt.co.uk

How to Apply:

Application packs can be downloaded from the NELT careers website. Application forms should be sent to humanresources@nelt.co.uk. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

HR Manager Job Description

Post: **HR Manager**
Responsible to: **Director of HR**
Salary Band: **Grade 11, SCP38 - SCP40**

Job Purpose:

To provide dedicated HR leadership and support to a portfolio of designated schools across the Trust, acting as their named HR lead and trusted adviser to Headteachers and senior leaders.

Working as one of three HR Managers reporting to the Director of HR, the postholder will lead a substantial caseload, including complex employee relations and organisational change matters.

The role will also build HR knowledge and manager capability within schools; assure the quality and compliance of recruitment and other people processes; contribute to policy development; and lead agreed improvements to HR systems, HR analytics and employee lifecycle processes. Through responsive advice, proactive intervention and organisational learning, the role will support delivery of the Trust's people priorities and a consistent, high-quality HR service.

Duties and Responsibilities:

Deliver an Effective, High-Quality HR Service

- Act as the named HR lead for designated schools, developing effective relationships with Headteachers and senior leadership teams.
- Provide professional advice and guidance on the full range of employment matters.
- Support school leaders in delivering effective people management practices.
- Identify workforce risks and opportunities and develop solutions to support school improvement priorities.

Employee Relations

- Lead and manage a caseload, including disciplinary, grievance, capability, attendance, safeguarding-related employment, restructuring and organisational change matters.
- Provide expert advice to leaders on employment legislation, policy and procedure.
- Represent the Trust at formal meetings, hearings and appeals as required.
- Support resolution at the earliest opportunity through effective problem-solving and mediation approaches.

Workforce Change

- Support organisational design, workforce change and restructuring activity.
- Contribute to workforce modelling, talent management and succession planning.
- Provide workforce insights and recommendations to support strategic decision-making.

People Projects, Systems and Continuous Improvement

- Lead or contribute to the implementation, development and effective use of HR systems and digital solutions, including embedding iTrent across the Trust.
- Review and redesign end-to-end people processes, including attraction, recruitment, onboarding, wellbeing, attendance, employee relations and offboarding.
- Support organisational change and transformation through effective project management, communication and stakeholder engagement.

Recruitment and Employment Compliance

- Lead quality assurance of recruitment activity across designated schools, ensuring safer recruitment, equality obligations and Trust standards are consistently applied.
- Monitor recruitment practices and identify opportunities to improve candidate experience and outcomes.
- Oversee employment contract changes and variations, ensuring accurate implementation and compliance.
- Ensure workforce records accurately reflect approved contractual arrangements.

Policy Development

- Inform HR policy review by proactively reviewing, consulting and improving policies and associated guidance and toolkits.
- Evaluate internal and external HR trends and themes to identify opportunities for organisational learning and policy or guidance improvement.

Data, Reporting and Governance

- Develop and analyse workforce metrics, dashboards and trends to support informed operational and strategic decision-making.
- Produce reports and recommendations for senior leaders.
- Monitor compliance with statutory and Trust requirements.

General Responsibilities

- Build effective relationships with school and central teams.
- Promote high standards of professional practice, customer service and continuous improvement.
- Undertake duties commensurate with the grade of the post.
- Comply with Trust policies, including safeguarding and health and safety requirements.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification
HR Manager

	Essential	Desirable
Education & training	• CIPD qualification or equivalent demonstrable professional HR experience. • Evidence of continuing professional development in employment law and HR practice.	• Chartered CIPD membership or relevant project management qualification.
Experience	• Substantial HR generalist experience, including leading complex employee relations cases. • Experience of advising Headteachers, senior leaders or equivalent managers. • Experience of workforce change, restructuring, policy development and consultation. • Experience of leading HR systems or process improvement.	• Experience in an education, public-sector or multi-site organisation. • Experience of recruitment quality assurance and safer recruitment.
Skills & Knowledge	• Strong knowledge of employment law, HR policy and employee relations practice. • Ability to manage complex casework with sound judgement, neutrality and discretion. • Strong project management, analytical and report-writing skills. • Ability to influence, coach and challenge senior stakeholders constructively. • Clear written and verbal communication and effective workload prioritisation.	• Knowledge of education sector terms and conditions. • Experience of HR systems implementation, automation or digital improvement.
Personal Qualities	• Credible, resilient and solutions focused. • Collaborative, inclusive and committed to consistent practice. • High professional integrity and respect for confidentiality. • Flexible approach and willingness to travel across the Trust.	

References

References will be requested prior to interview, except for where the applicant does not give consent to do so on the application form. Offer of employment will be subject to receipt of satisfactory references.

DBS and pre-occupational health

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce, and positively welcome applicants from all sections of the community.

Applicants with disabilities who meet the essential criteria for the role will be offered an interview, in line with the Trust's recruitment commitments.