



LEE CHAPEL
MULTI-ACADEMY TRUST



APPOINTMENT OF HUMAN RESOURCES MANAGER

Lee Chapel Primary School
Northlands Primary School
The Phoenix Primary School
Ryedene Primary School
Greensted Infant School
Greensted Junior School



AN INTRODUCTION TO LEE CHAPEL MULTI-ACADEMY TRUST

Lee Chapel's Family of Academies is a unique Multi-Academy Trust led by experienced educationalists responsible for one of the largest and most successful Primary Schools in Basildon. Lee Chapel Family of Academies aims to offer a world-class, 21st century education to children in all its Academies, providing life-long learning opportunities and creating centres of excellence, which model the successful practices at Lee Chapel Academy, bringing confidence and pride to the local community. There are six schools within Lee Chapel Multi-Academy Trust, each school with the same shared vision that provision and pupil outcomes in all will be judged to be 'Outstanding'. This ambition, shared by all the Headteachers, staff, Governors and communities of the six schools, is absolutely non-negotiable and achievable. With two of the six already achieving 'Outstanding' outcomes and the remaining four clear about what needs to be done to secure these.



Lee Chapel Multi-Academy Trust understands children and how to unlock their potential through exposure to the best learning opportunities. We are six schools working together to strive for excellence in all we do. We have a clear focus on school improvement to ensure that all children achieve the best possible outcomes in all areas of school life. We understand children and how to unlock their potential through exposure to the best learning opportunities. This is facilitated through a supportive network of educational expertise and a passion for creating fantastic schools for children to learn in. Across the schools, we have achieved many awards and quality marks that benchmark our provision against the highest of standards.



Lee Chapel Multi-Academy Trust is a learning community, run by a team who have proved their worth by maintaining their own Outstanding outcomes and Ofsted rating for more than a decade, whilst working in partnership with five other Academies, taking one of these from 'Requires Improvement' to 'Outstanding' in a short space of time. Such is their success, that Lee Chapel Academy has not only been rated 'Outstanding' for more than a decade it has also been designated a National Teaching School and recognised as one of the UK's high-performing schools.

I look forward to welcoming you to Lee Chapel Multi-Academy Trust.





ROLE DESCRIPTION

We are seeking a highly motivated and inspirational HR professional to provide a comprehensive human resource service to the leadership team based at the lead school within the Trust.

You will be required to have a successful track-record in HR, including strong casework experience and have a minimum of level 5 CIPD qualification.

Your knowledge, confidence and proven skills in the delivery of change programmes will provide you with the ability to lead on organisational change in line with the Trust's strategic plans.

We can offer you flexible working (with the prospect of increased hours as more schools join the MAT), a supportive environment, opportunities for personal development and free parking.

The key purpose of this role is to support and assist the CEO and Leadership Team in all aspects of HR. Duties will include:

- Recruitment - selection and retention;
- staff terms and conditions;
- employee relations;
- compliance;
- managing escalated parental complaints;
- leading update sessions for Leadership Team;
- HR policies and procedures and change;
- provide advice on employment law and regulation up-dates;
- develop HR strategies and manage staffing issues;
- establish priorities, work independently; and
- have the ability to maintain a high degree of confidentiality and be experienced in dealing with sensitive information.

So, why not join us on our journey, making a real difference to both our futures?



PERSON SPECIFICATION

QUALIFICATIONS

- Qualified to at least CIPD Level 5 or equivalent.
- Further professional qualifications relevant to this post.
- Evidence of further training of relevance to this post.

EXPERIENCE

- Significant experience as an HR generalist.
- Supporting Senior Leadership with all aspects of HR.
- Handling complex employee relations casework, while retaining a broad perspective.
- Overseeing and delivering a performance management review framework.
- Working at a senior level in an educational/school setting.
- Working in an HR role, with responsibility for both strategic direction and day-to-day operations.
- Devising and implementing policies in a large organisation.
- Leading update/training sessions to Senior Leadership.

KNOWLEDGE

- Demonstrable knowledge of generic HR best practice and employment legislation.
- Ability to interpret legal and statutory requirements.
- Understanding of and ability to implement monitoring and evaluation strategies.
- Strong working knowledge and application of Microsoft Office and databases for recording HR information.
- Knowledge and understanding of strategies for school improvement.
- Able to assist with school-based strategic planning and project management.



PERSON SPECIFICATION

SKILLS

Versatility to be able to switch between high-level strategic direction and ground-level HR operational tasks.

Excellent written and verbal communication skills.

Strong coaching and mentoring skills, with the confidence to advise Senior Leadership.

Interpersonal skills demonstrating diplomacy and discretion.

Effective planning and organisational skills, with the ability to multi-task and adapt to changing priorities.

Able to work accurately but also quickly.

Numerate, with the ability to interpret financial data.



PERSONAL ATTRIBUTES

Ability to form positive working relationships with staff at all levels throughout the Trust.

Discipline and resilience to complete tasks often without support or supervision.

High level of professionalism and integrity, with the ability to maintain confidences.

Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices.

Composed under pressure, confident and decisive.

Ability to role model appropriate behaviour, inclusion commitment to Lee Chapel Multi Academy Trust's values.

Willingness to update knowledge of HR best practice and employment or other relevant legislation.

Good attendance record, stamina, resilience and a sense of humour.



HOW TO APPLY

Candidates should apply via the Essex Schools Jobs website <http://www.essexschoolsjobs.co.uk/Vacancies/Details.aspx?VacancyId=63228> and alongside the completed application form, should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter, which fully addresses the competencies outlined in the role description and person specification, and outlines their interest in the Lee Chapel Multi-Academy Trust. Applications close on **19th April 2021** with short-listing taking place on **22nd April 2021**. Short-listed applicants will be invited to attend an interview on **21st May 2021**. Lee Chapel Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This appointment is subject to satisfactory references, medical clearance and an enhanced DBS check.