



Keys

Co-operative Academy Trust



Recruitment Pack

HR Manager

Part time / Term time

Witham, Essex



Academy::	Central Team
Location:	Witham, Essex
Hours per week:	12 Hours per week
FTE pay scale::	Scale 11 (£42,614 - £46,662)
Actual Pay:	£10,880 - £11,608
Start Date:	September 2022
Contract Type:	Permanent, Part Time, Term Time
Applications Close:	17th July
Interview Date:	Monday 25th July



Welcome

Thank you for your interest in this role with Keys Co-operative Academy Trust. I am delighted that you are interested in applying to join our team.

Keys is an educational charity formed by a cooperative of specialist schools with a common purpose. In our schools, this means working together to provide an appropriate, broad and balanced curriculum suitable to the varying needs of our young people and achieving our vision of enabling young people, regardless of their barriers, to achieve their full potential, enjoy positive life chances and make a positive contribution to their community.

Our family of schools consists of two large alternative provision schools and a special School for pupils with moderate learning difficulties. Our mission is for each of our academies to be outstanding providers of education, supporting young people to succeed in their lives through learning and personal development.

As a co-operative we support one another by working closely together and sharing our expertise in curriculum, assessment, behaviour and SEND. We are committed to continuing improvement through developing each of our schools as learning communities and offer structured career pathways for our staff, supported by high-quality professional development so our teachers, leaders and support teams have opportunities to learn together and access bespoke individual programmes.

Our professional central team provide support to each of our schools on all business matters, enabling our teachers and leaders to spend more of their time focused on the one thing that counts the most – the education of children.

We are a co-operative Academy Trust based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity and we expect these values to be modelled by all our staff.

I hope this recruitment pack gives you the information you require to complete your application.

Philomena Cozens,
CEO



Philomena Cozens, CEO



Our Academies



An Alternative Provision school supporting 115 Secondary and 20 Primary pupils across mid Essex.

Heybridge & Witham, Essex

www.heybridgeca.co.uk



An Alternative Provision school supporting 150 Secondary and 20 Primary pupils across North East Essex.

Colchester, Essex

www.neeca.co.uk



A Special School for pupils with moderate learning difficulties.

Brentwood, Essex

www.endeavourca.co.uk



Our Mission

Our mission is to provide exemplary opportunities for all young people in our schools and to ensure that all our students leave school equipped with the skills they need to lead fulfilled and productive lives.

We hope to achieve this through our vision and values

VISION

Our vision is to ensure that all our schools are at least "Good" and that all members of our Trust model Co-operative values. We will achieve this by:-

- Ensuring that all employees at our schools consistently deliver exemplary standards within their roles
- Ensuring that all employees at Trust schools act as advocates and champions for our students
- Acting in partnership with local schools and the Local Authority to secure the best outcomes for our students
- Being dedicated to identifying and overcoming barriers to learning faced by our students
- Providing high quality support to students and their parents or carers
- Encouraging all students to develop positive self-expression
- Providing a broad and balanced curriculum suited to the needs of all students
- Being the employer of choice by providing a high standard of staff development and well being
- Creating a genuine learning community which includes students, staff, parents and carers as co-learners

Values

'Great things happen when people co-operate. Through learning we empower and inspire individuals, co-operatives and communities to use co-operative values and principles to build a fairer world.'

✓ SELF-HELP

We encourage all within the Trust to help each other, by working together to achieve shared goals.

✓ SELF-RESPONSIBILITY

We encourage all members of the Trust to accept responsibility for themselves and others.

✓ DEMOCRACY

We give everyone a say in the way we run our Trust.

✓ EQUALITY

We ensure that everyone enjoys equal rights and benefits.

✓ EQUITY

We will treat everyone fairly.

✓ SOLIDARITY

We are committed to supporting each other.



Job Description

We are looking to recruit a qualified and experienced HR Manager to join our professional central team, to oversee our human resources operations, ensuring they're aligned with our vision and co-operative values.

This is a brand new permanent post starting in September 2022 and is being initially offered part time and working school term time only.

Our ideal candidate will have a wealth of skills, knowledge and experience of HR practices and employee management. Great communication skills are essential as the role will involve communicating across all levels within the organisation, including the Board of Trustees, Executive Leaders, Headteachers and staff in our schools.

Experience within Schools HR is desirable, but not essential.

The role is offered at Local Government Scale 11 (Pt 38-42) at a full time equivalent salary of £42,614 - £46,662 (Pay award pending)

The role is initially offered part time - 12 hours across 3 days per week, working school term time only. The pro-rata actual salary for this role will be £10,880 - £11,608 (Pay award pending). There will be some flexibility around working hours, pattern and working location, with hybrid home and office working arrangements considered.

We expect that the role will expand with the growth of the trust, therefore there may be scope to increase working hours in the future.



Job Description

Our HR Manager will support us in dealing with a variety of HR matters, including the management complex cases and providing both strategic, and operational HR advice to our leaders.

Key duties and responsibilities

- Provide HR consultancy support to leaders to resolve complex employee relations issues in accordance with the Trust's policies and all relevant legislation and guidance. (including disciplinary, grievance, sickness absence, appeal hearings, capability cases and TUPE transfers).
- Provide regular HR guidance, support and training to the Executive Leadership Team, School Leaders and office staff.
- Work with Leaders to ensure the academies' staffing structure, staff plan and job descriptions are maintained and adjusted to meet changing needs and resources.
- Work with Leaders to plan and manage the recruitment, selection and appointment procedures for all teaching and support staff, including all pre employment checks, i.e. DBS clearance and medical screening. Ensure the necessary monitoring data is prepared and submitted.
- Oversee induction procedures for new staff to ensure all staff receive a consistent and comprehensive induction programme across all schools.
- Work with the HR Admin team to develop systems to ensure probationary reviews are carried out in a timely and effective way.
- Analyse, report and monitor key HR performance Indicators.
- Develop strategies to support leaders with proactive positive employee relations initiatives.
- Lead in managing negotiations and consultation with Employees, Trade Unions and the Trust's Joint Consultative Committee (JCC)
- Develop and manage the trust's HR policies and procedures.
- Develop and manage succession planning and talent management initiatives across the trust.
- To undertake any reasonable request made by the Trust's executive leadership team.



Job Description Continued

General duties and responsibilities

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- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.
- Regular visits to schools across are necessary, therefore a full driving licence and access to your own vehicle would be highly desirable.



Person Specification

E – Essential
D – Desirable

Qualifications & Experience	Chartered Membership of CIPD	D
	Foundation or Associate membership of CIPD	E
	CIPD or equivalent qualification in HR at Level 5 or above	D
	At least a Level 2 English Qualification (A-C in GCSE or Equivalent)	E
	At least a Level 2 Maths Qualification (A-C in GCSE or Equivalent)	E
	Advanced knowledge and skills in using HR Management Information Systems.	E
Communication	Ability to produce written communications which are clear, fluent, concise, readily understood by intended recipients and jargon free.	E
	Excellent communicator, able to present detailed, complex information in a clear manner to a variety of recipients.	E
Working with children	Good understanding of how to implement the school's behaviour management policy	D
	Good understanding of the learning experience provided by the school in relation to the role	D
	Understand the importance of physical and emotional wellbeing	D
	Excellent understanding of the role of others working in and with the school	D
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	D



Person Specification

E – Essential
D – Desirable

Working with other adults	Ability to work effectively with other adults in the school	E
	Ability to work on own	E
Organisational Skills	Ability to provide timely and accurate information	E
	Excellent organisational skillsAbility to work accurately with attention to detail	E
	Ability to lead and motivate others	D
	Ability to manage own time effectively	E
	Ability to follow instructions effectively	E
General	Demonstrate a commitment to equality	E
	Good understanding of Health & Safety	D
	Good understanding and implement child protection procedures	D
	Good understanding of procedures and legislation relating to confidentiality	E
	Demonstrate a clear commitment to develop and learn in the role	E
	Ability to effectively evaluate own performance and share knowledge with others	E



Benefits

- Local Government Pension Scheme
- Employee Assistance Programme
- 26 days paid leave rising to 29 days after 5 years service (pro rata)
- Car Leasing scheme
- Cycle to work scheme
- Retail discount schemes





KEY INFORMATION SHEET

This sheet sets out the key information for any candidates applying for posts with Keys Co-operative Academy Trust. Please read this information carefully and retain this sheet for reference during the application process.

APPLICATION PROCESS:

Applicants must complete the application form and submit it to the HR Department by no later than the advertised closing date. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

SELECTION PROCESS:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A minimum of one face to face interview with the selection panel
2. A skills related task / assessment or observation

SHORTLISTED CANDIDATES:

Applicants who have been shortlisted for the post will be notified within 7 days of the closing date.

Keys Co-operative Academy Trust will only contact shortlisted applicants and therefore if you have not received any communication within 7 days your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Keys Co-operative Academy Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

PROBATION

All individuals new to employment with Keys Co-operative Academy Trust will be required to satisfactorily complete a six month probationary period.

TERMS AND CONDITIONS

Hours per week:	12
Initial working pattern:	12 hours over 2 or 3 days per week
Working weeks per year:	Term Time (39 weeks) 44.5 weeks paid
Full time equivalent:	£42,614 - £46,662
Actual salary:	£10,880 - £11,608

Employees are paid monthly in twelve equal months per year.

FURTHER INFORMATION AND SCHOOL VISITS:

Applicants who require further information or would like to visit the Academy should contact our HR department on 01376 425955



Recruitment and Selection Policy Statement

1. The Trust is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

1. and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

1. The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

1. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and band-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

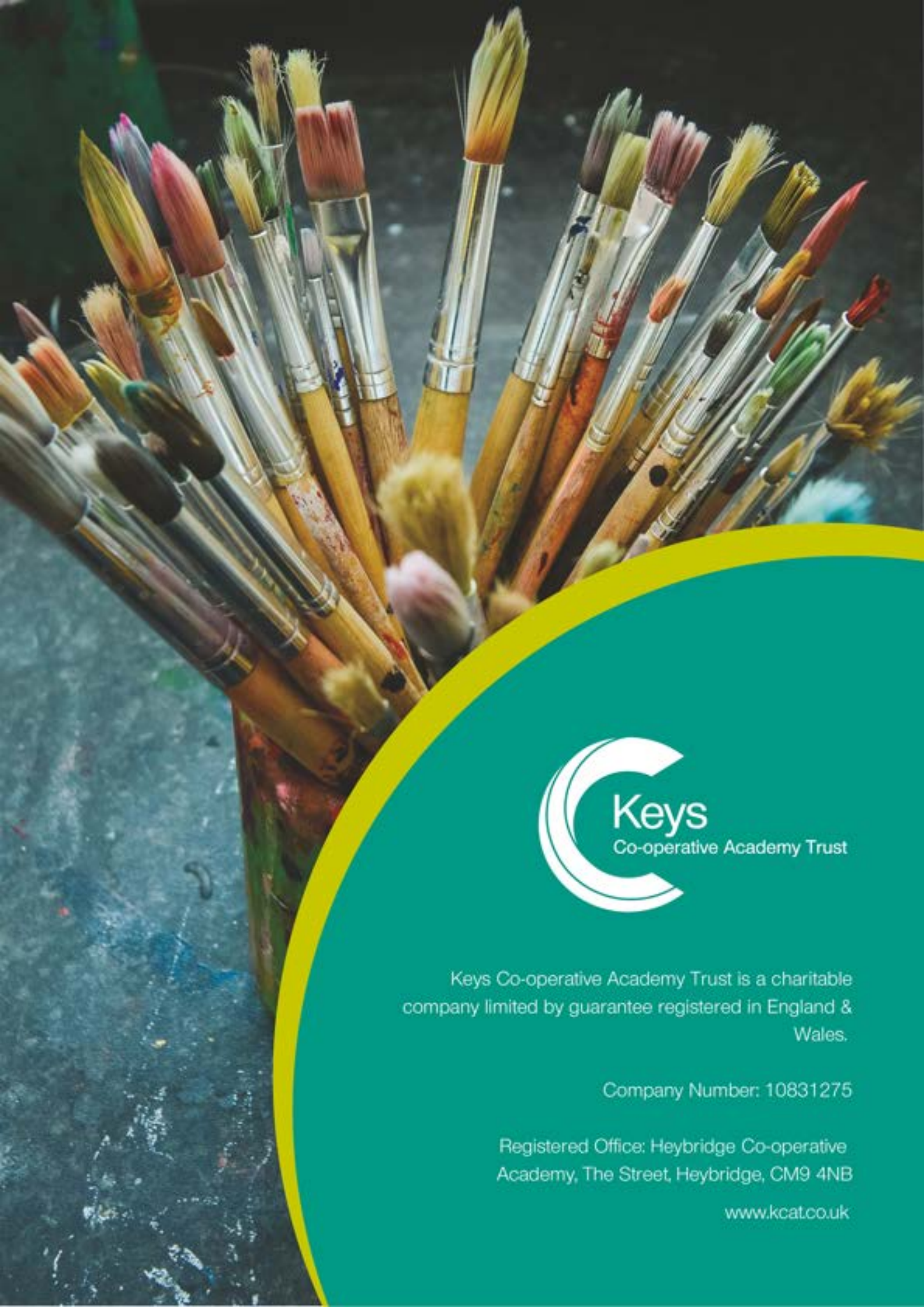
Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.



Keys

Co-operative Academy Trust

Keys Co-operative Academy Trust is a charitable company limited by guarantee registered in England & Wales.

Company Number: 10831275

Registered Office: Heybridge Co-operative Academy, The Street, Heybridge, CM9 4NB

www.kcat.co.uk