

APPOINTMENT OF HEAD OF HUMAN RESOURCES

Candidate Information – March 2023

01 WELCOME

Dear Applicant

Thank you for your interest in the role of Head of Human Resources at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school. We have an eleventh school; a mainstream free school currently in pre-opening phase.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils, families and colleagues. Over the past eight years, we have grown steadily, ensuring that we have the capacity, resources and skills before any growth opportunity is considered.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the be best they can be.

We currently educate over 3,200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We are a values-led Trust who exist for one reason; to make people the best they can be. Our people are our pupils, our colleagues and our school communities. By recruiting and training the very best people in every role across our Trust, we can make our schools, and in turn, our pupils the very best they can be.

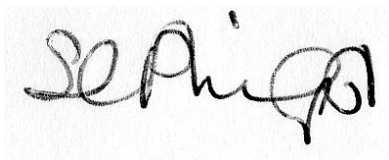
The opportunity

This is an exciting opportunity for a skilled Human Resources Professional to join Victoria Academies Trust and have a huge impact on our work. You will join a wider team of professionals that make up our Central Services Team and work closely with the Executive Leadership Team to drive our HR and People Strategies.

We are looking for a motivated, experienced and skilled Head of Human Resources to provide a comprehensive, effective and efficient advisory service to staff on a range of issues to ensure compliance with employment legislation, and to support the development and implementation of HR and People Strategies with Executive Leaders

Good luck with your application.

Yours sincerely



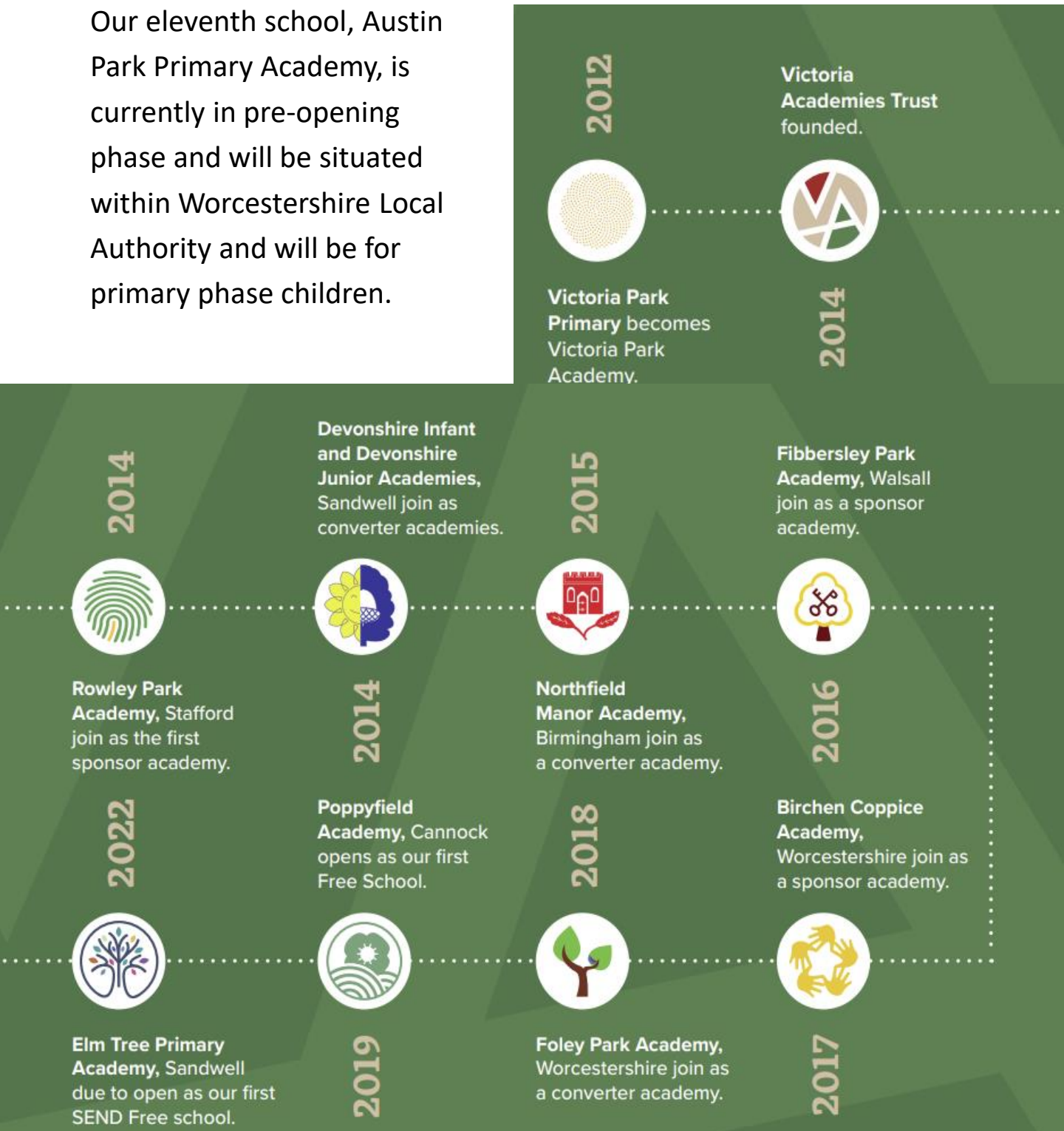
Sharron Philpot

Chief Executive Officer

02 OUR JOURNEY

Victoria Academies Trust is an established multi academy trust set up in 2014 and named after our founder school, Victoria Park in Smethwick. It has grown year on year and currently is made up of ten primary schools across the West Midlands.

Our eleventh school, Austin Park Primary Academy, is currently in pre-opening phase and will be situated within Worcestershire Local Authority and will be for primary phase children.



03 OUR VISION

Our vision is the future we intend to create. It paints a picture of our goals and aspirations. Our vision is this:

Our people will be brilliant, courageous and kind. Ambition and innovation are at the heart of all that we do as we strive to become the best we can be.

04 OUR MISSION

Our mission is our primary objective, our purpose and it is simply this:

To make people the best they can be.



05

HEAD OF HUMAN RESOURCES

Victoria Academies Trust is looking for a motivated, experienced and skilled Head of Human Resources to provide a comprehensive, effective and efficient advisory service to staff on a range of issues to ensure compliance with employment legislation, and to support the development and implementation of HR and People Strategies with Executive Leaders.

You will join the wider team of professionals that make up our Central Services Team and work closely with the Executive Leadership team to drive our HR and People Strategies.

Key Responsibilities

- Provide advice and support to the Chief Executive, Trust Board, Head Teachers, Senior and Executive Leadership teams and managers in the implementation of human resources and recruitment policies and procedures.
- Effectively manage Human Resources casework to achieve efficient and positive outcomes.
- Support the Trust to effectively manage their local Joint Consultative Committees and maintain a harmonious employee relations environment.
- Manage and co-ordinate all generalist Human Resources matters ensuring compliance with all statutory requirements.
- Work on a range of Trust wide projects as determined by the Chief Executive and wider Executive Leadership Team.

Specific Duties

- To support the day-to-day HR service provision, working collaboratively with the schools and wider central team.
- To administer the HR Information System and supporting payroll information to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, regular and ad-hoc reporting, and data cleansing exercises.
- To maintain an accurate and up-to-date Single Central Register (SCR) in accordance with the Keeping Children Safe in Education Regulations and Ofsted.
- Provide first point of contact support on all HR related matters as required to support school matters including policies, processes and system queries.
- Monitor the HR policy schedule, ensuring policies are reviewed on time, arrangements are in place for the necessary staff to be consulted and changes made and communicated.
- Produce a range of HR letters and correspondence (e.g., variation to contract letters, maternity, holiday entitlement) from standard templates.
- Supporting with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome letters.
- To monitor and process fixed term contracts, staff changes and staff leaving documentation and arrange exit interviews

Specific Duties Continued

- Support managers in robustly managing and supporting employees in line with Trust HR Policies.
- Support the absence management processes of the Trust.
- Support the annual appraisal process, ensuring that managers complete meetings and associated appraisal records effectively and timely.
- Co-ordinate the staff induction process and ensure the probation process is managed effectively.
- Co-ordinate the full recruitment processes across the Trust, including; vacancy request approvals, effective utilisation of the recruitment system, candidate screening, interview scheduling/preparation and hiring outcome processes.
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment and safeguarding checks and induction details.
- Hold day to day responsibility of HR system procedures, inputting and extracting data and producing statistical returns as required by the Trust.
- Set up and maintain accurate HR/Payroll database records.

06 PERSON SPECIFICATION

Relevant Experience / Qualifications / Knowledge

- CIPD Qualified
- 5 years post qualification generalist human resources experience
- Handling disciplinary, grievance and other HR claims
- Experience of working in HR within an education environment
- Ability to work under pressure and to tight deadlines
- Excellent interpersonal skills both written and verbal
- Strong IT skills

Personal Qualities

- Methodical and accurate
- Self-motivated and enthusiastic
- Flexible approach to role
- Good team worker
- Evidence of continued professional development

07 TERMS OF APPOINTMENT

We offer a competitive salary and benefits package

- Payscale - NJC 38 (£44,539) – NJC 41 (£47,675) pro-rated
- Hours - 37 hours per week
- Holiday - Term-time only + 2 weeks
- Membership of local government pension scheme
- Start Date – April 2023
- Location – Victoria Academies Trust, Smethwick, Birmingham

08 HOW TO APPLY

Please complete the online application form. In addition, we ask that you provide a written statement of no more than two sides of A4 to support your application.

If you would like further information or would like to have an informal conversation about the role, please contact Ian Kirby, Chief Operating Officer, via ian.kirby@victrust.org.

- Application Deadline – **Friday 24th March 2023, 9am**
- Interviews – **Friday 31st March 2023**

