



The Family of Learning Trust

HR Manager Job Applicant Pack



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“Learning Without Limits”



Letter from the Chief Executive Officer

Dear Potential Colleague,

Thank you for expressing an interest in our vacancy at The Family of Learning Trust. I hope that you find the information pack helpful and that you will consider applying for the role of HR Manager at our exceptional Trust.

The Family of Learning Trust is a small Trust serving Calderdale and the adjoining areas. The Trust is committed to a local approach, unlike some other large academy chains. We believe in “local solutions for local people”, with school improvement work being focused on a true understanding of the local communities the schools’ serve.

The Trust has developed strong networks and partnerships with many other organisations; we have an experienced senior team of education specialist with areas of expertise including SEND, Teaching and Learning, Curriculum and Inclusion. The Executive Team has developed with the growth of the Trust and is proud to have dedicated Finance, Health and Safety and HR practitioners who are pivotal in supporting school leaders manage and successfully lead their schools.

School improvement is a key driver for the Trust and we are committed to working with schools to bring about positive change. To enable that positive change our school leaders must have the right workforce and people strategies as well as exceptional safeguarding practice. This is where your role will have the greatest impact, as the Trust HR Manager, you will provide the expertise and technical knowledge to support the decision making processes of the executive team, school leaders, Governors and Trustees, ensuring innovative practice whilst remaining compliant with current legislation and acting with the integrity expected of people holding those positions.

We need someone who is knowledgeable in employment law and people practice, ideally in an education setting, together with the ability to influence at a senior level. The successful candidate will require acute emotional intelligence and be high organised to manage the competing demands of the role. You will play a vital role in supporting our Trust and ensuring our HR function is compliant, fit for purpose and supports a healthy work environment in our innovative Trust.

We want the very best person to work within our Trust community, someone who will work as part of the team in raising achievement through the provision of strong and effective people management practice.

We look forward to hearing from you.

Mrs Shameem Hussain

CEO of the Family of Learning Trust

The HR Manager Vacancy

At the Family of Learning Trust our commitment to our pupils is that we will attract, retain and develop excellent staff. Our ethos is a simple one: *'Learning without Limits.'* We pride ourselves on having the highest expectations of all our children and staff, believing that there are no limits to what they can achieve. We put our teams at the heart of our vision and use their talents to achieve it. We are determined to continue to improve standards and outcomes across our schools. We are committed to providing a nurturing and secure environment for our pupils to learn and we are looking for equally committed staff to join our team.

Central to the ethos and vision are the Trust Central Team, School Leaders, Governors and Trustees and we require an experienced **HR Manager** to support them with robust people management practice, guidance on employee relations matters and ensuring rigorous adherence to legal compliance.

HR Manager

Grade: PO8 to PO10

Hours: 37 hours, all year round

Actual salary range: £45, 091 to £47, 181 per annum

The salary is dependent on current qualifications and experience.

Start date: To commence as soon as possible

The Family of Learning Trust is passionately committed to the communities of Calderdale and Bradford, serving our families in order to secure excellent educational outcomes. The schools across the trust collaborate to share expertise, knowledge and best practice, assuring we achieve academic and pastoral excellence throughout all of our schools. The schools within our trust share the same overall values, whilst maintaining their own unique ethos.

We are seeking an exceptional and experienced HR practitioner to join our Trust as HR Manager. You will be a Graduate member of the Chartered Institute of Personnel and Development (CIPD) or hold an equivalent HR related qualification, or have significant demonstrable experience as an operational HR Advisor within a multi-functional, unionised organisation. Previous experience advising in schools / knowledge of teacher terms and conditions is preferable.

Reporting to the Chief Financial Officer and Chief Executive Officer, the successful candidate will provide an outstanding advisory and transactional HR function across the five primary schools within the Trust. You will provide operational management on all aspects of HR advisory on employment relations issues as well as responsibility for the delivery of day to day HR requiring strong organisational and time management skills.

You will work closely with executive team, headteachers, senior leaders and colleagues within the Trust to ensure that we attract, develop, and retain talented staff who feel valued and supported with opportunities to develop their careers in education. You will advise and assist leaders with workforce strategy, employee relations, organisational change, wellbeing and compliance, you will be pivotal in ensuring the Trust continues to succeed through professional excellence.

We are seeking a confident but warm candidate with substantial HR experience, ideally within education or the public sector, although we welcome applications from candidates who can demonstrate transferable skills and experience from similarly complex organisations. You will bring

expert knowledge of employment law and people practice, together with the ability to influence at a senior level, build trusted relationships and lead with decisive integrity and sincerity.

The role is primarily based at our central team offices in Halifax (HX1), with travel required across all of the academies within the Trust.

What we can offer:

- Experienced and supportive leadership teams with a collaborative approach and an empathetic culture
- An established, experienced and friendly central team
- Holiday entitlement 28 days (increases after 5 years continuous service) plus bank holidays
- Local Government Pension scheme with an employer contribution rate of 15.3%
- Employee Assistance Programme
- Commitment to continuous professional development for all staff

For further information about our Trust and our schools including information about the post and the application form please visit our website: <https://www.familyoflearningtrust.co.uk> Alternatively please telephone the school office (phone number above) for an application pack.

Closing date: Friday 19th June 2026

Interviews: w/c 22nd June 2026

Please complete trust application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application.

Please note we do not accept CVs.

The trustees of the Family of Learning Trust and the Governors of each school are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed



Safer Recruitment at The Family of Learning Trust

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

The Family of Learning Trust is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references (**one of which must be from most recent employer**) will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ internet and social media screening on all shortlisted applicants
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

HR Manager - Job Description

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title: HR Manager

Grade: PO8 to PO10

Responsible to: Chief Executive Officer/ Chief Finance Officer

Disclosure Level: *The Family of Learning Trust is strongly committed to safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's safeguarding policies, code of conduct and safe working practice and managing allegations against staff procedures.*

Job Purpose:

The HR Manager will lead the operational delivery of Human Resources across the Trust. This includes supporting leaders to shape a high performing, inclusive culture, ensuring compliance with employment legislation, and improvement through effective people management.

The role holds responsibility for hands on delivery of HR workforce planning, employee relations, organisational culture, wellbeing, and regulatory compliance. As an associate member of the Trust's Executive Team, the post holder will contribute to Trust's strategic priorities and will help build a positive culture where staff feel valued and empowered and where everyone thrives.

The role works closely with the CEO, CFO, Trustees and school leaders to deliver their strategic priorities through effective workforce management. Operating in a complex and regulated education environment, the post holder will lead and support in the management and delivery of day to day HR operations, including advisory, monitoring, recruitment and HR administration. This will include:

- Providing professional support, advice and guidance to academy Headteachers, MAT Board and colleagues in relation to complex employee relations and other HR matters.
- Developing, reviewing and implementing human resource policies and practices so that the MAT meets all strategic, legal and best practice objectives.
- Maintaining up to date records and files relating to HR and safeguarding (including payroll and pension information).

HR Management

1. Deliver a comprehensive HR service including the provision of professional and confidential HR support, advice and guidance.
2. Provide support, coaching and training to trust and academy leaders on the people management implications of policy and strategy.
3. Inform and advise the CEO/CFO and Trustees on personnel matters in order to identify trends and facilitate strategic decision making.
4. Review and update allocated HR sections of the Trust strategic risk register and produce a termly report for Trustees outlining the Trust's HR performance against the Trust's KPIs.
5. Research specific HR topics relevant to organisational change within education, submitting written contributions to the CEO when requested.
6. Review and advise amendments to HR related policy and procedure in line with The Trust's annual cycle.

7. Attend, and lead where required, HR related meetings and forums across The Trust.
8. Take responsibility for employee relations and case management in relation to sickness absence, disciplinary issues and capability processes.
9. Manage and deliver HR Project / Audit work required across the Trust as necessary.
10. Lead on redundancy consultations across The Trust.
11. Contribute to the due diligence and project management process for academies wishing to join The Trust for any HR aspects including TUPE consultations and restructuring exercises.
12. Lead HR consultations with trade unions and contribute to trust risk management and assurance processes.
13. Ensure proactive conflict resolution, early intervention and mediation approaches are embedded across the Trust.
14. Ensure fair, consistent and timely application of HR procedures across the Trust

HR Service Development

1. Establish and maintain an efficient and effective HR communication strategy.
2. Build HR capacity within the Trust, helping Trust leaders to develop their knowledge and skills
3. Manage and evaluate the effectiveness of external support including HR Consultants, legal provision and Occupational Health services.
4. Lead on the Trust recruitment and retention strategy.
5. Develop and implement a Trust People Strategy, supporting the trust to be employer of choice. This involves leading on workforce planning, talent management and succession planning to support organisational sustainability and improvement.
6. Manage and evaluate the appraisal process.
7. Ensure all HR-related statutory reports and returns, including workforce census and single central register and are completed.
8. Direct HR staff to ensure the delivery of an effective, efficient and economic HR function across The Trust.
9. Proactively identify, develop and implement improvements to HR systems and procedures to enhance service efficiency.
10. Develop and actively promote social inclusion and equality and diversity initiatives.

HR Administration

To provide professional and effective, day to day advice on every aspect of Human Resource Management including but not restricted to:

1. Recruitment, selection, induction and probation of all new employees within the Trust and carrying out DBS checks and updating each school's Single Central Record (SCR).
2. Ensuring strict compliance with all HR Policies and Procedures.
3. Produce contracts of employment including variations to contracts and statements of written particulars for all employees.
4. Collate and input all relevant data relating to payroll on to the Edupay system (i.e. new starters, leavers, tax forms, contract changes, maternity/paternity). This task is carried out in conjunction with the Trust's Payroll and Pension's Officer.

5. Assist the CFO/ Payroll and Pension's Officer with the management of the pension schemes and associated services.
6. Advise and when necessary conduct return to work interviews and assist managers with implementing the attendance management policy.
7. Monitor the way policies and procedures are implemented and provide support where necessary.
8. Make use of specialist expertise in relation to HR issues outside the remit of the post.
9. Assist senior management with the training needs analysis for support staff and assist with the implementation of appropriate training interventions.
10. To build strong working relationships with the Leadership teams in the MAT schools and provide expert focused support.
11. To establish and maintain HR administrative and reporting systems record keeping, and develop appropriate methodology and reporting cycles.
12. To assist in the management of trade union relationships and play a role in the negotiating and consulting on local issues where required.
13. To work closely with the CFO and Payroll and Pensions Officer, ensuring that accurate payroll records are kept.
14. To undertake all aspects of HR administration including the production and processing of paperwork, compliant with requirements under the data protection, GDPR and other regulations.
15. To review MAT HR Policies and Procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across academies.
16. To support organisational development and change management projects, working closely with Headteachers and MAT Board to ensure minimal risk to the MAT.
17. To maintain an up-to-date working knowledge of the latest HR issues and changes in Employment Law and Regulations and apply best practice HR solutions wherever possible.
18. To liaise with appointed MAT consultants and legal advisers to obtain advice on complex and contentious issues when needed in consultation with the Leadership teams.
19. To participate in your own professional development activities and performance management activities as required.
20. To liaise and negotiate with employment agencies for the provision of temporary staff.

General

1. To show a strong commitment to furthering equalities in both service delivery and employment practice.
2. To take part in any CPD activities appropriate to the role.
3. Support the development and implementation of initiatives and policies e.g. data protection, child protection.
4. The postholder will be required to undertake any other professional duties as required by their line manager.



HR Manager - Person Specification

Post Title: HR Manager

Grade: PO8 to PO10

Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process

| Essential | Desirable |
|--|---|
| Knowledge | |
| <ol style="list-style-type: none"> 1. Expert knowledge of UK employment law 2. Knowledge of payroll and pension schemes 3. Expert knowledge of HR policies and procedures 4. Knowledge of pay, appraisal and school based T&C frameworks 5. Understanding of workforce planning, talent and succession planning 6. Knowledge and understanding of safeguarding, safer recruitment and public accountability | <ol style="list-style-type: none"> 1. Familiarity with school workforce census and education specific HR systems 2. Knowledge of education workforce legislation and data requirements 3. Knowledge of public sector pay frameworks (Burgundy/Green Books) |
| Experience | |
| <ol style="list-style-type: none"> 1. Significant experience working at an intermediate HR advisory level 2. Experience advising CEOs, Executives, Boards/Trustees 3. Proven track record HR advisory and management in a complex, multi-site organization: preferably in education or the public sector 4. Experience in HR policy development and implementation 5. Experience leading organisational change, restructure, redundancy etc. 6. Experience handling TUPE, including legal considerations 7. Experience working with Trade Unions 8. Experience developing/implementing HR systems 9. Experience developing/delivering people and workforce strategies | <ol style="list-style-type: none"> 1. Experience in talent management 2. Experience of Trust risk management and assurance |

| Essential | Desirable |
|--|-----------|
| Occupational Skills | |
| <ol style="list-style-type: none"> 1. Strong strategic thinking and ability to translate vision into delivery 2. Ability to influence/challenge at senior level 3. Excellent negotiation skills 4. Ability to lead cultural change and promote high performance 5. Strong decision-making with balanced judgement 6. Strong analytical skills using workforce data 7. Ability to work positively within a team 8. Excellent communication and interpersonal skills 9. Ability to interpret information and devise policy 10. Ability to prioritise/manage workload 11. Ability to plan, review and improve systems 12. Excellent administrative and IT skills 13. High attention to detail and accuracy | |
| Qualifications | |
| <ol style="list-style-type: none"> 1. Chartered Institute of Personnel and Development (CIPD) HR qualification or proven equivalent relevant experience 2. Willingness to obtain relevant HR qualifications | |
| Other Requirements | |
| <ol style="list-style-type: none"> 1. Enhanced DBS clearance: no contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance 2. Must be legally entitled to work in the UK. 3. Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. 4. Ability to travel to meetings and work flexibly, able to attend evening governance meetings | |

Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualifications at a later stage.

✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified; these can be non-work based if necessary.





The Family of Learning Trust Vision 'Learning Without Limits'

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

The Family of Learning Trust is a friendly caring trust with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.



“Learning Without Limits”

Thank for taking the time to look through the recruitment pack

For further information about our Trust and our schools including information about the post and the application form please visit our website: <https://www.familyoflearningtrust.co.uk>