



Candidate brief for the position of:
Human Resources Manager

Bullers Wood Multi Academy Trust

Application Deadline: Thursday, 21st January – 9.00am





Dear Applicant

Thank you for expressing an interest in the post of Human Resources Manager at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

T Millar
Executive Headteacher

q u o d p o t e s t e n t a





Overview

The position reports to the Chief Operating Officer.

Person Specification

Essential:

- CIPD qualified or minimum of 5 years HR Generalist experience
- Experience of working in a school environment is desirable
- Be self-motivated, hardworking and conscientious
- Excellent interpersonal, numerical and communication skills
- Strong organisational skills
- Solution focussed
- Ability to work confidentially and to treat issues with sensitivity
- Managing and leading a team

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Role

POSITION: HR Manager

REPORTS TO: COO

Salary BR10 - £32,687 - £34,495 FTE.

Hours of Duty: 36 hours per week/43 weeks p.a.

Holiday: To be taken outside school term times.

Core purpose:

To ensure the efficient and accurate operation of the trust's complete human resources function including payroll and pensions, complying with the requirements of appropriate legislation, regulations and the school's policies and procedures.

- Promote best practice ensuring that legal employment responsibilities are met.
- Manage contractual matters and recruitment processes ensuring full compliance with legislative and safeguarding requirements.



- Over sight and management of conduct, capability, grievance, absence management, redundancy and workforce reorganisation to senior management and staff.
- Provide organisational and advisory support and advice to Senior Management as required.
- Promote and ensure equal opportunities and diversity policies are applied and delivered.
- Keep abreast of developments in employment law and current ER and legislation changes that affect employment issues and ensure that appropriate action is taken.
- Advise and resolve staff employment and remuneration issues, including job evaluation.
- Prepare support, advice and guidance in capability, dismissal and hearing processes.
- Oversight and management of all employment matters including absence management.
- Mediate staff issues
- Ensure a comprehensive Single Central Record maintained and ensure that staff are aware of their own responsibilities in this regard
- Ensure the maintenance of accurate and comprehensive personnel files both manual and computerised and that statutory and statistical reports are accurate and timely.
- Experienced with payroll and pension processes to deliver monthly payroll to all Trust staff.
- Line manage HR Administrator and Payroll and Pensions Administrator

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.



Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Caroline Sharp, Human Resources, on ext 320 or csharp@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@bwsgirls.org

Please send your application by Thursday, 21st January 2021 – 9am.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.



- iii. Candidates called to interview will
- be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

