



Attenborough Learning Trust
Head of Human Resources

Application Pack

Welcome Message from the Attenborough Learning Trust

Thank you very much for requesting the details for the post of Head of Human Resources.

Attenborough Learning Trust has an exciting opportunity to offer to a dynamic and forward-thinking individual who is capable of building, developing and leading a new in-house HR department. This is a senior appointment sitting within the trust's executive and central team, providing professional and proactive HR services to all schools within the trust.

This role requires a people-focused professional with significant strategic HR expertise, ideally within the education sector and who is able to support the overall growth of the trust in line with the business plan, maintaining our strong ethos and culture.

Our Vision

At the heart of our partnership is the objective to deliver increased learning opportunities for children, broadening the perspective of all young people so that they and their families place no limits on their opportunities and ambitions.

We are looking for someone who shares our passion for making a lasting impact. The successful candidate will lead on workforce strategy, employee relations, organisational development, talent acquisition, and compliance, ensuring that our HR practices are not only effective but also aligned with our mission and values.

Reporting directly to the Chief Finance & Operating Officer, the Head of HR will work closely with senior leaders, school headteachers, and governors to support a positive, inclusive, and high-performing culture. This is an exciting opportunity to help shape the future of education across our trust by investing in our greatest asset, our people.

If you are a collaborative leader with proven HR expertise, a strong understanding of employment law, and a track record of delivering organisational change and improvement, we would be delighted to hear from you.

Yours Sincerely



Jane Ridgewell
CEO

ATTENBOROUGH LEARNING TRUST

Job Description

Job Title:	Head of Human Resources
Salary:	Competitive – linked to skills and experience
Responsible to:	CFOO
Responsible for:	Delivery of all HR services
Contract:	Permanent
Days:	Full-time, Monday to Friday
Hours:	37 hours per week
Hybrid working:	Not available other than during school holidays
Location:	The role is based in the trust office, with the requirement to visit and work at other schools and sites as and when required

Purpose of the Job

The role will initially be responsible for working alongside the trust's current bought-in HR service provider, but the successful candidate will be instrumental in building a stand-alone HR department which will support the trust's future growth and people strategy. The role is expected to be hands on and visible to all trust leaders, building trusted working partnerships with a solution focused and proactive approach.

Main Responsibilities

- To support school & service-based leaders with their HR responsibilities; providing advice, guidance and quality assuring their HR activities.
- To be a driving force in helping the trust deliver all aspects of the new people strategy.
- To regularly liaise with the current HR service providers, ensuring that cases are being effectively managed and advised upon, ensuring that the central team and relevant trust leaders are aware of factors such as trends and risk.
- To advise and support local governors and trustees on their HR responsibilities, such as grievances, capability, and conduct issues, ensuring decisions are legally sound and aligned with trust policies.
- Ensure governors are kept up to date with changes in employment law and HR best practice, offering expert advice to support effective governance.
- To provide a practical, hands-on and pragmatic approach to supporting trust leaders and HR leads with managing employment relation matters. To provide timely and accurate advice and guidance to enable them to manage issues in a responsive and proactive manner, ensuring they follow the trust's policies and procedures appropriately.
- To provide information, advice and guidance on pay and conditions to trust leaders and HR leads, ensuring they have an appropriate understanding of relevant contractual terms.

- To lead the development of HR policies and associated resources which support the trust's ethos and culture, ensuring they are kept up to date, are legally compliant and support effective people management across the trust.
- To continuously work towards achieving a streamlined HR function throughout the trust to enable greater consistency and economies of scale.
- To support the TUPE processes and HR onboarding of schools joining the trust, ensuring that due diligence is undertaken appropriately and that new schools transition smoothly to the HR terms and conditions, policies, practices and requirements of the trust.
- To be visible to each school within the trust's family through the effective building of trusted partnership working, demonstrating an on-site presence.

Management Information

- To utilise and maintain management information to provide a proactive and dynamic business partnering approach.
- Working closely with central trust leaders, to support the drive to utilise management information to achieve improvements in all aspects of an employee's lifecycle.
- Ensure data held within HR Management Information systems is accurate and up to date.
- To develop a thorough understanding of how to maximise the functionality of HR Management Information systems, supporting other users with their understanding and utilisation.
- To support the central team's research and acquisition of HR MIS.
- To produce regular and ad-hoc HR management information reports and dashboards to keep trust leaders informed of key HR metrics.
- Analyse and interpret HR data to identify trends, issues and inform HR actions and priorities for addressing any underlying issues.

Talent Management

- To actively support the management of the trust's talent, ensuring that CPD is up to date and seeking other opportunities to develop individuals in support of a "one trust, many schools" ethos.
- To ensure that all mandatory training for all the trust's staff is undertaken in a timely manner and records are accurately maintained, highlighting any challenges to the relevant trust leader and trust central team.
- To seek out ways to engage and excite our staff to support the trust's ethos and culture.

General Responsibilities

- To proactively work with a collaborative approach, to ensure that all HR documents and processes support the trust's ethos and culture.

- To comply with the trust's Equalities, Diversity and Inclusion policy, as well as all other relevant policies and procedures, at all times.
- To carry out the roles & duties in accordance with the responsibilities of being in a position of authority and to display an appropriate duty of care at all times.
- To present a consistently positive image of the trust and uphold public trust and confidence.
- To undertake any other duties required that are commensurate with the pay and purpose of your role.
- To undertake internal presentations, coaching and / or mentoring of the trust's leaders in support of the development of their knowledge and understanding of people related matters.

Research and Personal Development

- Keep abreast of topical employment law, HR and education developments, ensuring HR practices are up to date, compliant, and information and guidance is proactively provided to key stakeholders.
- To undertake ad-hoc research, as directed by the line manager, and feeding back outcomes through reports, data or other documentation as appropriate.



Head of Human
Resources - Person
Specification

ATTENBOROUGH LEARNING TRUST

Head of HR: Person Specification

Education/Qualifications	Essential	Desirable
Minimum CIPD level 7 / Chartered Membership	Y	
HR degree (Bachelor's or Master's) in one or more of the following subjects: Employment Law (UK), Organisational Behaviour, Employee Relations		Y
Proven HR CPD record	Y	

Experience & Knowledge	Essential	Desirable
Proven experience of working at a senior management level within HR, demonstrating ability to develop and carry out HR strategies that support an organisation's business plan	Y	
Experience of provision of HR advice and guidance on a wide range of HR matters to various stakeholders	Y	
Experience of providing advice and guidance to senior leaders and their subordinates on employment relations issues, demonstrating ability to obtain buy in and commitment to achieving the best outcome in terms of the individual, the trust, cost and risk	Y	
Experience of managing a small team		Y
Experience of using a HR MIS and producing management information & reports in a proactive way to achieve organisational improvement	Y	
Experience of developing HR policies and associated guidance, working collaboratively with others such as leaders and unions, achieving effective communication and buy in from all staff	Y	
Experience of supporting TUPE transfers		Y
Experience of working in HR in a school or academy trust		Y
Experience of working in a unionised environment		Y
In depth and up to date knowledge of employment legislation and case law, demonstrating ability to translate this knowledge to others and apply to particular situations	Y	
Up to date knowledge of government policy on employment and other associated laws, demonstrating ability to highlight potential future organisational planning	Y	
Strong generalist HR knowledge across the HR spectrum	Y	

Strong application driven knowledge of Microsoft Office applications such as Word, Excel and PowerPoint	Y	
Knowledge of and / or be able to demonstrate understanding of the education landscape	Y	
Skills and Abilities	Essential	Desirable
Excellent communication skills, both verbal and written at all levels of the organisation	Y	
Able to build effective and trusting relationships	Y	
Able to work collaboratively with others	Y	
Able to work flexibly, under pressure and without direct supervision	Y	
Able to apply a fair and consistent approach when dealing with HR Matters	Y	
Able to apply tact, diplomacy and empathy particularly when dealing with difficult, sensitive and emotive situations	Y	
Able to confidently present to others of different levels of seniority	Y	
Able to provide coaching and /or direct training on HR matters	Y	
Able to provide mentoring of others		Y
High level of organisation and planning skills with a thorough attention to detail	Y	
Able to undertake thorough research of applicable HR matters and to provide feedback or present findings in a verbal and/or written format	Y	
Able to be proactive demonstrating a high level of initiative	Y	
Strong results orientated problem solving skills with ability to demonstrate balance between divergent needs	Y	
Able to get things done and meet tight deadlines	Y	
Other Requirements	Essential	Desirable
Committed to supporting and promoting equality, diversity and inclusion	Y	
Meets safeguarding requirements to work with children	Y	
Able to travel to other schools and sites within the trust	Y	