



## Central HR Manager

Salary / grade range	NJC points 37-41 £46,731 - £50,788
Location	Manchester - hybrid, with some home working but largely based in our Manchester Office and schools in the Manchester area
Reports to	Chief People Officer
Nature of Contract	Temporary to 31 December 2025

### Purpose of role:

To lead the HR function for the Trust's Central Team and allocated academies, providing operational and strategic HR advice and support, and working in partnership with senior leaders and the wider central and academies team to drive school improvement. To provide clear and consistent guidance, professional support and challenge to the Central Team Senior Leaders and Managers, Headteachers, and members of the Trust's Resolutions Teams (who conduct our panel hearings) across the full range of HR activity.

Responsible for line managing two central HR Advisors and for supervising, supporting and developing academy-based HR colleagues, and ensuring that the operational HR activity taking place meets the high standards expected and is in line with our policies and procedures. To manage, advise on, and undertake work in relation to highly complex employee relations cases and organisational change, ensuring they are progressed in an efficient, effective and timely manner, and that the associated risks are assessed, articulated and managed. The post holder will also lead one or more allocated areas of HR activity across the Trust as a whole.

### Key accountabilities (and specific duties / responsibilities):

- Support the Trust's drive to be, and to maintain its position as, an employer of choice within the sector, through supporting continual improvement in HR strategy and practice, in line with the Strategic Plan and the People Strategy.
- Provide professional operational and strategic HR advice and work in partnership with senior and middle leaders to move forward 'people issues' in the Central Team and the academies.
- Provide advice and guidance on interpretation and application of HR policies and procedures, statutory guidance and employment law, and other related matters, assessing implications and articulating risk. This includes matters which relate to considerable sums of money (e.g. relating to salaries and related payments) and sensitive personal data.



- Manage and advise on highly complex employee relations cases which may have PR, legal and cost implications (e.g. disciplinary, grievance, absence, capability) including involvement in investigations and panel/appeal hearings, managing relationships with trade union officers, liaison with the LADO and/or employment lawyers as appropriate, TRA/DBS referrals, and preparation for and attendance at ETs if required; HR Managers may also be involved in making OH referrals, conducting risk assessments, mediation between colleagues, and other ER related activities.
- Supervise, direct, coordinate, support and develop academy-based HR colleagues (dotted line) and line manage two central HR Advisors.
- Quality / consistency check the HR work / practice that takes place in the central team and in allocated academies, including absence management, use of our HR and Payroll System, and SCR Tracker, ensuring good practice and compliance in line with policy and legislation
- Review people information / data, and support academies with analysing and interpreting this, to facilitate planning and decision making.
- Ensure effective recruitment/selection, retention and colleague engagement strategies are implemented across the academies, support the recruitment of Headteachers and other senior leaders, and conduct middle leader exit interviews.
- Oversee and facilitate the activities of academy wellbeing committees.
- Develop and deliver training in HR related matters, coaching managers to improve their practice.
- Take a lead role in managing, advising on, and supporting the implementation of restructures and other organisational changes, including TUPE in/out, and the onboarding of new academies joining our Trust to ensure a seamless transition
- Contribute to development and review of Academy / Trust HR strategies and plans, and undertake proactive HR work to deliver these
- Proactively contribute to the overall work of our Trust's HR team, taking the lead on trust-wide HR activities.
- Safeguard and promote the welfare of pupils/students through own actions and effective management of staff resources, policies & procedures, and in line with local & national protocols and statutory requirements relating to safeguarding
- Represent our Trust at external meetings including regional / national events, seminars, working groups



Personal attributes required (based on job description):		
	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 7 CIPD qualified (or equivalent); or Level 5 and willing to work towards Level 7</li> </ul>		A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in HR in the public sector (desirable: in schools)</li> <li>Can demonstrate an understanding of teachers' and support staff terms &amp; conditions, and HR matters arising in schools</li> <li>Able to evidence a considerable depth &amp; breadth of experience working at the relevant level, in particular around the full range of highly complex employee relations case work, working with trade unions, and advising senior managers on a breadth of people issues</li> <li>Experience of leading improvement in HR practice and metrics within an organisation</li> <li>Experience of handling significant change, including restructure / redundancy, and TUPE</li> <li>Line management experience - someone who wants to lead others</li> </ul>	TUPE experience desirable	A / I A / I / T A / I / T A / I A / I A
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Considerable depth of theoretical, practical and procedural knowledge &amp; understanding across all elements of schools' HR practice, along with detailed knowledge of the associated organisational policies, practices and procedures, and related employment legislation and statutory guidance (e.g. KCSiE)</li> <li>Analytical and judgement skills, able to interpret complex information / situations / problems and</li> </ul>		A / I / T A / I / T



<p>apply this in their work, assessing implications and articulating risk</p> <ul style="list-style-type: none"> <li>• Great organisational skills, confident in managing a diverse workload and responding quickly to deliver on deadlines</li> <li>• A “people person”: approachable, able to build strong relationships, coach, and work collaboratively with others</li> <li>• Highly developed influencing, negotiating and persuasive skills (both oral and written); able to convince others to adopt policies or courses of action they might not otherwise wish to take</li> <li>• Good presentation (oral &amp; written) / training delivery skills</li> <li>• Competent user of IT (desirable: Google applications, and HR Systems)</li> <li>• Knowledge &amp; experience of NJC job evaluation, grading &amp; equal pay issues</li> </ul>	<p>Desirable</p>	<p>I I A / I / T A / I / T A A</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• Proactive, able to manage interruptions and conflicting demands from several academies, see what needs to be done and to prioritise work accordingly</li> <li>• Flexible, self-motivated &amp; resilient to changing demands; able to work independently, on own initiative and without supervision, being accountable for decisions made</li> <li>• Pragmatic, able to take a balanced and measured approach and see a situation from different perspectives</li> <li>• Committed to undertaking continuous professional development</li> <li>• Willing and able to travel between academies across our Trust (Greater Manchester, West Yorkshire, Staffordshire and Merseyside), and to flex working hours occasionally if required. Own transport is strongly recommended due to the location of some of our academies.</li> <li>• Understands &amp; is committed to demonstrating the co-operative values and Ways of Being Co-op</li> </ul>		<p>A / I / T I I I I A / I</p>



# Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.