

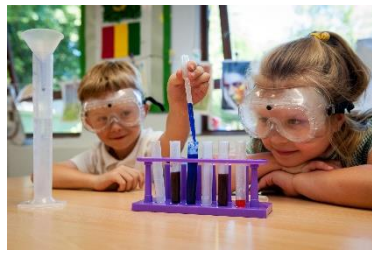


Durrington Multi Academy Trust is
seeking a

Human Resources Manager



Welcome to Durrington Multi Trust



This is an exciting time to join DMAT and we are looking to recruit an exceptional individual to join our team.

The successful applicant will support the development of the trust adding expertise and continued capacity to the trust team.

The post is for 23 hours per week. Days/hours can be flexible to suit the trust and individual. This will be discussed at interview.

The role will be extremely rewarding. All DMAT colleagues, irrespective of their role are focused on ensuring every child gets the best possible education, regardless of their starting point. To achieve this, you need excellent staff who are happy in post and feel valued and motivated to help our children succeed. This makes the role very different to many other HR positions. Our decisions and strategy are value-led and always with our students and staff at the heart of our decisions.

To ensure your success within the role you will bring a wealth of knowledge and experience and be CIPD qualified to at least level 5. You will enjoy working in a dynamic environment where no one day is the same. We work as a team and a willingness to 'muck in' and do

what needs to be done, as well as the ability to manage your own continued development with alignment with DMAT's values and ethos is key. Our moral purpose underpins all that we do.

In return we offer a competitive salary, with the potential to develop and expand the role as the Trust grows. You will be part of a small, friendly, highly focused team, who work at pace and are always looking to improve: Getting better never stops.

We welcome contact prior to submitting an application. To arrange a call or visit please contact me, via kcopley@dmat.education



Sue Marooney MBE
CEO

The Role

Human Resources Manager

Salary

Part time – 23 hours per week, all year round. Days/Hours to be discussed at interview.

Salary range – 10 SCP 31 – 11 SCP 36 actual £25,161-£28,419 / FTE £40,476 - £45,718 -dependent on previous experience and impact

Responsible to – CEO

The Trust is committed to equal opportunities for all.

The terms and conditions are specified within the contract of employment.

Key aspects of the role

- To support the CEO in managing the HR provision and services across Durrington Multi Academy Trust. Helping to shape, develop and refine effective HR systems, processes and support services for the Trust.
- Accountable for the effective management and leadership of HR services across the Trust, working with trust leaders to ensure policies and procedures are up to date.
- Work collaboratively with senior leaders to provide support and guidance, ensure a fair, consistent, high-quality approach to people management across all areas of the Trust. Be the first point of contact for complex HR enquiries.
- Drive and support the implementation of the new MIS-SAM People across DMAT.
- Lead on HR data, ensuring key information is up to date and accurate, providing reports as required.
- Ensure practice and policy supports and promotes diversity and equality in the workplace.

Main responsibilities

- Provide professional HR support and advice to the Trust board, Trust team and Headteachers ensuring compliance with employment law.
- Ensure the successful transfer of new staff into the Trust as academies join.
- Ensure compliance to HR policies and procedures across the trust, ensuring a fair and consistent approach to policy application.
- Implement the MIS- SAM People which will track sickness absence across the trust and support schools in working with colleagues to reduce absence rates.
- Provide on-site visits to individual academies within the Trust to support Headteachers during formal and complex disciplinary, capability, grievance, sickness absence cases, hearings or appeals.
- Liaise with the Trust's employment law advisors and insurers, as necessary.
- Work with the Director of Finance to ensure employment contracts are consistent, accurate and issued in a timely fashion.
- Work with school leaders to collate and quality assure exit interviews, reporting and acting on trends.
- Be responsible for your own professional development, ensuring you remain up to date with current legislation and best practice.
- Support the submission of statutory annual returns to the DfE, for example School Workforce Census.
- Ensure HR reports and workforce data such as staff turnover, absences and ER cases are available to the Trust Board, Trust team and Headteachers; supported by analysis and recommendations.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified within this job description. Any such duties should not however substantially change the general character of the post.

Person Specification

Attributes	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> ● CIPD qualified to level 5 	<ul style="list-style-type: none"> ● CIPD qualified to level 7 or willingness to achieve this ● Chartered membership of the CIPD (MCIPD) or equivalent professional institute
Skills/ Abilities	<ul style="list-style-type: none"> ● A proactive approach to planning and prioritising work, with the ability to show initiative appropriately ● Excellent communication and interpersonal skills ● Ability to deal sensitively with complex and sensitive issues ● Excellent IT skills with experience of using Microsoft Office ● Able to analyse data, reporting trends and suggesting actions ● If experience is outside of education; able to transfer skills to our educational context 	<ul style="list-style-type: none"> ● Understanding of the utilisation of MIS packages within the HR sector
Experience/ Knowledge	<ul style="list-style-type: none"> ● HR operational experience at an appropriate level with evidence of impact ● Experience of recruitment and onboarding practices ● Experience of analysing HR data and producing reports in a format appropriate to the audience 	<ul style="list-style-type: none"> ● Experience of working in an educational setting
Additional attributes	<ul style="list-style-type: none"> ● Resilience and the ability to grow professionally and flexibly within a developing organisation ● Show a high level of personal integrity ● Values feedback and is able to act on it ● An inclusive team worker who can foster partnerships and work collaboratively 	

Safeguarding

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our student's pupils and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application form and return it, alongside a supporting statement (max. 2 pages A4 to include;

- Why you would like to be appointed to this role and work with DMAT
- How the impact and experiences you have had make you a strong candidate

To: kcopley@dmat.education or via post to Kelly Copley, Durrington Multi Academy Trust, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Kelly Copley – kcopley@dmat.education

Closing date for applications is: 9am Monday 24th February 2025

If you have not heard within 10 days of submitting your application you will not have been shortlisted on this occasion. We reserve the right to close the advert should an exceptional candidate present themselves before the closing date.

Durrington Multi Academy Trust

The Boulevard

Worthing

West Sussex

BN13 1JX

admin@dmat.education

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