



# Human Resources Manager





The Human Resources Manager (HR) role is a newly created post, this is such an exciting time to join Durrington High School (DHS) and Durrington Multi Academy Trust (DMAT). We are looking to recruit an exceptional individual to join our team, Durrington Multi Academy Trust currently has four schools.

The successful applicant will shape the future of the Human Resources and People strategy at Durrington High School and the wider Trust, in line with our strategic aims and objectives. This is a rare opportunity to influence and embed strategies within an organisation at an early stage of growth, helping to shape the future direction of people management.

The Trust also employs an excellent legal firm Stone King; who the HR Manager will work closely with when required.

The post is full time, all year round. We may also consider term time working, this can be discussed at interview. The DMAT role is split 60/40 DHS/DMAT. We have other colleagues who also have a dual role. This will be further explained at interview.

The role will be extremely rewarding. All DMAT colleagues, regardless 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, the unique opportunity to develop the role, with the potential to develop and expand this as the Trust grows. You will be part of a friendly, highly focused team, who are always looking to improve: Getting better never stops.

If you have questions prior to submitting an application please contact

[smarooney@dmateducation](mailto:smarooney@dmateducation) to arrange a call.

# The Role

## Human Resources Manager

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### Salary

**Full time – all year round (term time only working will be considered)**

**Salary - £55,979**

**Responsible – Headteachers of Durrington High School and the CEO of DMAT**

### Key aspects of the role

- The role will support Durrington high School, and DMAT providing strategic HR functions and operational support.
- Leadership and management of HR provision and services. This will involve working alongside senior leaders within the school and trust, aligning the HR strategy and the strategic aims of the organisations. You will need to work in partnership with School Leaders, The Trust team, Headteachers, Leaders and other stakeholders (including third parties) to shape, develop and deliver effective HR systems, processes and support services.
- Accountable for the effective management and leadership of HR services, ensuring relevant policies and procedures are up to date, reflect the values of our Trust and that the Trust is compliant with all aspects of employment law.
- Work collaboratively with senior leaders to provide support and guidance, ensure a fair, consistent, high-quality approach to people management, being the first point of contact for complex HR enquiries.
- Work with the CEO and Trust team to implement Trust-wide HR processes and systems to complement and improve existing controls. Design and maintain appropriate data reporting for key HR metrics and be confident to prioritise actions and share your HR business plan with Trust leaders and the Board of Trustees
- Proactively support the safe-guarding and well-being of children, young people and adults.

### Employee Relations (ER)

- Ensure compliance with employment legislation in all policies and procedures, supporting the Trust to be an employer of choice and minimising exposure to litigation and employment tribunal claims.
- Complete return to work interviews, pregnancy risk assessments, wellbeing meetings and any other HR/ER meetings as required, at Durrington High School.
- Lead in providing HR advice and support, ensuring compliance with employment law.

- 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.
- Embed a proactive approach to absence management, providing advice, guidance and training to line managers and providing timely sickness, authorised or unauthorised absence information/data to senior leaders.
- Attend or lead formal welfare and absence review meetings as required, advising schools within the Trust on occupational health recommendations, stress risk assessments, phased returns, and reasonable adjustments.
- Resolve casework including, where appropriate, negotiating and drafting settlement agreements.
- Liaise with the Trust's employment law advisors and insurers, as necessary, regarding risk management, settlement agreements and employment tribunals.

#### **HR Policies, Procedures and Management toolkits**

- Continuously monitor, evaluate, and review HR policies and procedures, and management toolkits, including the range of template letters and flow charts for use across all the schools within the Trust, directing any actions and relevant changes.
- Ensure updated HR policies, procedures and management toolkits are available, consistent with the review cycle and changes in employment law
- Ensure HR policies and procedures are clearly communicated and available to all members of staff across the Trust as part of their induction and at staff or Trust training events.

#### **Recruitment, Selection and Retention**

- Ensure safer recruitment is consistently applied across the Trust
- Support in the interview and selection process for the recruitment of senior positions
- Support academies with the assessment and evaluation of new job roles and grading.
- Manage and confirm contracts that are issued on behalf of all academies within the Trust, working closely with the finance team.
- Support the retention of teaching and associate staff using effective strategies and a consistent exit process across the Trust.
- Support well-being and workload reduction across the Trust, so that all staff feel valued, motivated and supported to perform highly in role.
- Liaise with senior leaders to ensure new staff receive appropriate on-boarding to their role, team, and the wider academy/ Trust.

### HR Training and Development

- Lead and communicate all internal HR-specific updates to the Trust Board, Trust team, Headteachers, Senior Leadership Teams and managers, and collaborate on training needs.
- Provide advice, support and coaching to support academy-based staff to ensure that they carry out their roles effectively and in line with best practice and employment law.

### HR Reports, Compliance and Safeguarding

- Ensure the Trust complies with its statutory responsibilities for reporting on HR/employment matters, e.g. School Workforce Census
- Undertake HR record audits, advise on improvements and ensure accurate and up-to-date records are securely maintained on the HR system and are held in accordance with GDPR.
- Ensures all schools are aware and compliant in staff safeguarding and pre-employment checks.
- Ensure HR reports and workforce data such as succession planning, staff turnover, absences and ER cases are available to senior leaders.

### Additional Duties

- Work with the Trust Board and CEO in undertaking specific and ad hoc project work and programmes to contribute towards HR and Trust objectives to ensure continuous improvement.
- Assist in managing change to support initiatives and change projects such as TUPE

### Other

- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

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 a manager 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
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>● CIPD qualified to level 5</li> </ul>	<ul style="list-style-type: none"> <li>● CIPD qualified to level 7 or willingness to achieve this</li> <li>● Chartered membership of the CIPD (MCIPD) or equivalent professional institute</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>● An awareness of safer recruitment and compliance practices and how important these are within an educational environment</li> <li>● A proactive approach to planning and prioritising work, with the ability to show initiative appropriately</li> <li>● Excellent communication and interpersonal skills delivering professional, polite, courteous, and efficient customer service with a range of audiences in person, by telephone and in writing</li> <li>● Ability to deal sensitively with complex and sensitive issues</li> <li>● Excellent IT skills with experience of using Microsoft Office for the production of reports, spreadsheets, databases, e-mails and outlook diary management</li> <li>● Underlying knowledge and experience in employment law, including:               <ol style="list-style-type: none"> <li>1. TUPE</li> <li>2. employee relations processes and policies</li> <li>3. family friendly processes and policies</li> <li>4. diversity and inclusion legislation</li> </ol> </li> <li>● High level of accuracy with a strong attention to detail even when under pressure</li> <li>● Literacy skills, e.g. spelling, grammar and punctuation, to compose letters and other documents</li> <li>● Excellent organisational and administrative skills, being able to</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of the utilisation of MIS packages within the HR sector</li> </ul>

	establish and maintain administrative systems and records	
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive HR operational experience at an appropriate level, with a thorough understanding of the strategic value of HR within the Trust and be able to work collaboratively with key stakeholders.</li> <li>• The ability to quickly learn about payroll, working efficiently and accurately</li> <li>• Experience of recruitment and onboarding practices to ensure all new starters are supported in the early stages of their working career within the Trust</li> <li>• Have evidence of substantial administrative experience in a complex organisation</li> <li>• Evidence of ability to create and implements strategies that promote clear outcomes for skills development and transferability</li> <li>• Experience of analysing HR data and producing reports in a format appropriate to the audience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>
<b>Additional attributes</b>	<ul style="list-style-type: none"> <li>• Resilience and the ability to grow professionally and flexibly within a developing organisation</li> <li>• The ability to remain calm under pressure and work to tight deadlines</li> <li>• Portray a professional and approachable demeanour in relating to all members of the Trust community</li> <li>• Show a high level of personal integrity with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality</li> <li>• A clear, strategic, and lateral thinker, able to be a clear and effective decisionmaker in a complex and challenging environment</li> <li>• An inclusive team worker who can foster partnerships, work collaboratively across boundaries, and achieve performance and results through others.</li> <li>• Willing to be accountable and to take personal responsibility for own actions</li> <li>•</li> </ul>	

# Safeguarding

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Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students 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

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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
- How the impact and experiences you have had make you a strong candidate

To: [ladams@durring.com](mailto:ladams@durring.com) or via post to Laura Adams, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Sue Marooney CEO [smarooney@dmfmat.education](mailto:smarooney@dmfmat.education)

**Closing date for applications is: 09:00 am Monday 2 June 2025**

If you have not heard within 10 days of submitting your application you will not have been shortlisted on this occasion.

Durrington Multi Academy Trust

The Boulevard

Worthing

West Sussex

BN13 1JX

[admin@dmatrixeducation](mailto:admin@dmatrixeducation)

[dmatrixeducation](http://dmatrixeducation)

