



# Candidate Pack

## HR and People Manager



**PONTRFRACT**  
ACADEMIES TRUST



# Welcome

## Welcome from the CEO.

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently our schools are located within Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust is financially solid and sustainable, with a strong and growing reputation for school improvement across the region.

We are seeking to appoint a HR and People Manager to join our high performing Trust. The postholder will deliver an efficient and effective HR service across all our schools. This is an exciting opportunity for a hardworking, committed HR practitioner to be part of our growing Central Team.

Reporting directly to the Chief Operating Officer, you will be the lead advisor for case management and will support the development of our People Strategy. We wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. We want to hear from flexible people who, with 100% backing and support, will get fully involved with exciting 'People' challenges. As a Trust with a great family of schools serving Pontefract, we are proud of the work we do. The moral dimension drives us.

Best wishes,

**Julian Appleyard OBE**  
CEO

## About the Trust.

### Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

### Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

### Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a "if one fails we all fail" mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

## Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

## Our Vision.

Where every child and young person makes outstanding progress.

### Our People Matter.

We know that our people make a difference to the lives of our 3-16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

### Students Come First.

Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

# Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

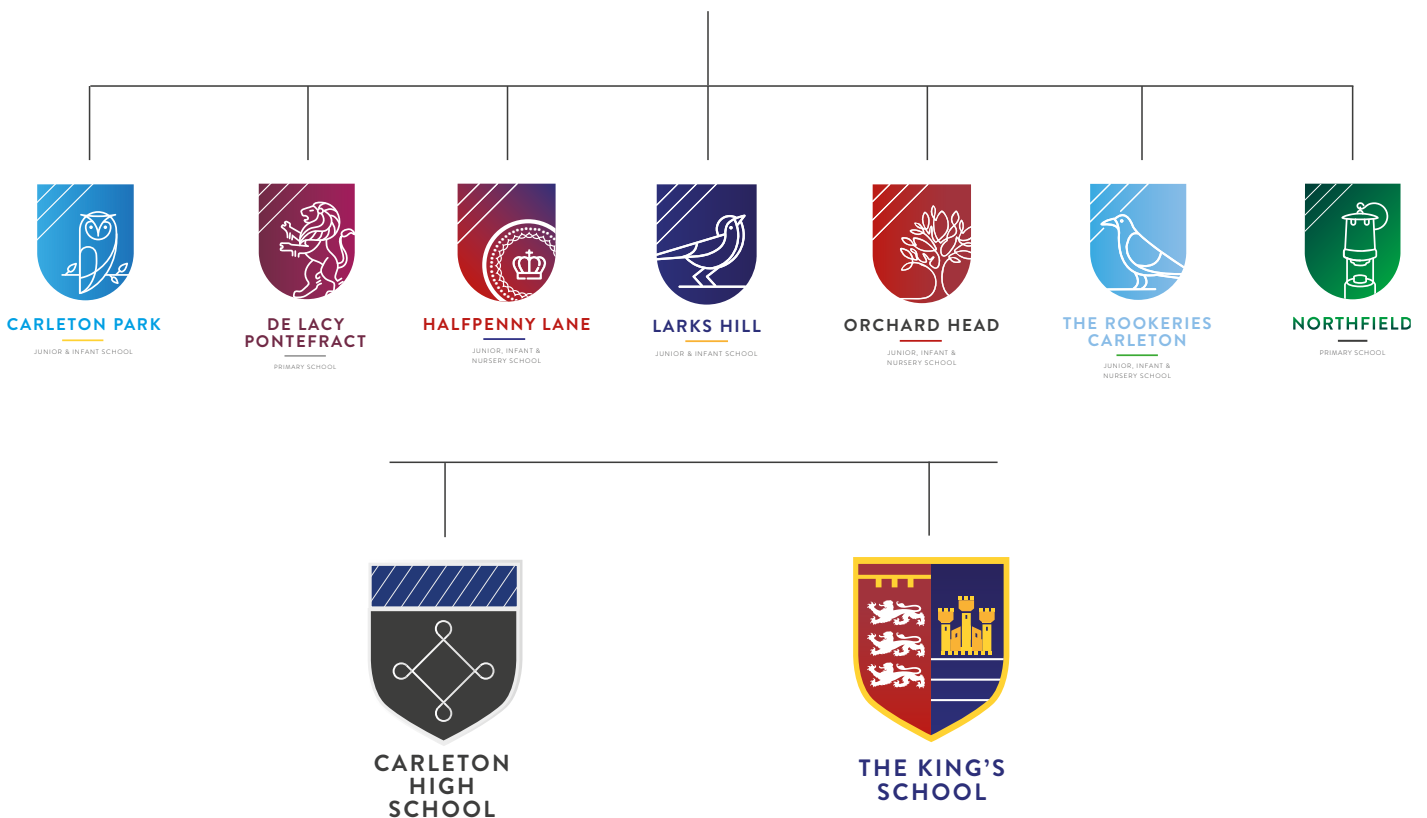
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

# ONE TRUST



**PONTEFRACT**  
ACADEMIES TRUST



# HR and People Manager

Reporting to:	<b>Chief Operating Officer</b>
Salary:	<b>£49,764 – £52,805 Grade 12, Scale Range 40–43</b>
Term:	<b>Permanent – Full Time 37 hours per week, All Year Round (Flexible working always considered. Option to access some home working).</b>
School Base:	<b>The Barracks Business Centre, Wakefield Road, Pontefract, WF8 4HH</b>

## Welcome from our Chief Operating Officer and context for this appointment

I am looking for a confident, collaborative and forward-thinking HR and People Manager to join our growing People Function at a pivotal time in our journey.

Following my recent promotion from Director of People to Chief Operating Officer, I seek an experienced and capable professional to take the lead on delivering key aspects of our People Plan. You will be instrumental in shaping the future of our people strategy, supporting our schools and teams, and ensuring we provide an excellent service across all people-related matters.

This is a fantastic opportunity for a Senior HR Advisor ready to take the next step in their career. With my support, you'll work closely with our senior leaders, while also managing and developing a small team within the People Function.

### What I'm Looking For:

- Strong HR generalist background, ideally in education or a similarly complex setting
- Proven experience in advising on and leading people matters at a senior level
- Excellent interpersonal skills and the ability to build trust across all levels
- A proactive, solutions-focused approach with the confidence to influence and lead
- CIPD Level 5 (essential) or CIPID Level 7 (desirable)

If you're passionate about people, thrive in a collaborative environment, and are ready to help shape the future of our organisation, then I'd love to hear from you.

**I'm hosting virtual coffee chats for prospective candidates. These informal chats are the perfect opportunity to meet some of our team, find out more about the role and our Trust, and to ask any questions you may have. To book a timeslot, please [click here](#).**

If you are unable to make these dates but would still like a discussion regarding this role, please contact me via email at [recruitment@patrust.org.uk](mailto:recruitment@patrust.org.uk).



**Pam Hewitt,**  
Chief Operating Officer

# Job Description

## Job Purpose Summary

- Support the delivery of the Trust's people strategy.
- Influence the development of the culture across the organisation to further enhance our empowered, high quality, efficient and high performing workforce.
- Provide a comprehensive and professional HR service by developing effective relationships with Headteachers, Senior Leadership Teams and Office Managers.
- Build the reputation of the Trust as a people centered and career enhancing employer, with an emphasis on the recruitment, development and wellbeing of a diverse, high-performing workforce.
- Work at both an operational and strategic level, ensuring full alignment to the short, medium and long-term business objectives.
- Support leadership teams with all elements of people management activities.
- Build capability levels through effective training and development needs analysis.

## Key Responsibilities and Accountabilities

### The post holder will:

- Continually improve the employee experience, making the Trust an attractive and great place to work.
- Work alongside the COO and school leaders to join-up and continuously improve the organisation experience for our people.
- Source and develop a workforce that is highly skilled, motivated and can deliver on our ambitious goals.
- Ensure the Trust's cultural vision and values are embedded in school life.
- Proactively analyse and triangulate people data held at both Trust and School level to proactively seek out risks, identify weaknesses and build on strengths and opportunities.
- Support the COO and ELT to deliver the Trust's People Strategy and its underpinning plan including:
  - a. Executing the People Strategy to attract, develop and motivate talented people to achieve our goals. This includes leading the development of the Trust's employer brand, engaging inductions and onboarding experiences, and retention of current and future employees.
  - b. Supporting and coaching Headteachers and their leadership teams across the Trust on People focused policies and procedures.
  - c. Recommending improvements to support a culture that recognises and celebrates success.
  - d. Identifying wellbeing offerings that are aligned to supporting the Trust workforce.
  - e. Deploying and analysing pulse surveys followed by the facilitation of sessions with the school SLTs to formulate action plans that improve results.
- Ensure that all job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
- Ensure that HR record keeping, including the Single Central Record, is accurate and compliant across the Trust.
- Support the management of sickness absences including analysing patterns of absence and monitoring trigger points, arranging absence concern meetings with the appropriate line manager and organisation of occupational health referrals.
- Lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.
- Engage with staff and trade union/professional associations to ensure that the Trust responsibilities for consultation are met.
- Ensure that all relevant policies and procedures are in place and up-to-date to meet organisation objectives and are in line with current employment law, national and local agreements, and conditions of employment.
- Manage all Trust HR documentation (including staff contracts, policies and procedures and forms etc.) ensuring that they are regularly reviewed, updated and compliant with employment and education legislation.
- Communicate regularly with the wider central team to exchange information and provide ongoing support and problem resolution.

### Responsibilities for people (line management)

- HRBP, HR Apprentice

### Other Duties and Responsibilities

All postholders are required to:

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating the child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

*Job description continued on next page*



## *Job description continued*

- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Be prepared to provide additional support to the Central Trust of other schools of the Trust if required;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



# Person Specification.

		Assessed by		
No.	Categories	Essential or Desirable	Application Form	Interview or Task
Qualifications				
1.	CIPD qualified level 5	E	✓	
2.	CIPD qualified level 7	D	✓	
Abilities, Skills and Knowledge				
3.	Education or Charity sector experience.	D	✓	✓
4.	Have experience of providing complex/generalist HR advice to senior leaders and working in a highly unionised environment.	E	✓	✓
5.	Have in-depth expert knowledge of current HR legislation and developing HR systems and procedures.	E	✓	✓
6.	Experiential knowledge of working with Trade Unions.	E	✓	✓
7.	Experience of developing policy and procedural documentation.	E	✓	✓
8.	An understanding of local government pay and conditions.	D	✓	✓
9.	Strong operational delivery focus with ability to interpret data to create and present evidencebased insight.	E	✓	✓
10.	Strong employee relations experience and a comprehensive knowledge of employment legislation.	E	✓	✓
11.	Able to work with MS Office packages, including Word, Excel, and Outlook.	E	✓	✓
12.	High levels of attention to detail.	E	✓	✓
13.	High levels of communication skills both written and verbally.	E	✓	✓
14.	Able to organise self and work to tight deadlines with minimum supervision.	E	✓	✓
15.	Ability to work flexibly to meet short term high demands/peaks to support the schools' deliverables.	E	✓	✓
16.	Able to be proactive and act on own initiative.	E	✓	✓
17.	Ability to communicate effectively with members of the central team and staff at all levels across the Trust.	E	✓	✓
18.	Ability to show empathy and sensitivity when dealing with staff issues as well as demonstrating high levels of resilience when supporting schools with challenging employee relation issues.	E	✓	✓
19.	Full driving license and access to own transport.	E	✓	✓
Personal Qualities				
20.	Excellent role model for young people and staff.	E	✓	✓
21.	Exceptional levels of integrity and confidentiality.	E	✓	✓
22.	Resilience and high personal standards.	E	✓	✓
23.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
24.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓
25.	Stakeholder engagement – identify and build relationships with key roles across the business.	E	✓	✓
26.	Be open to change and unexpected obstacles – adapt to situations in a calm and professional manner.	E	✓	✓
27.	Be proactive and flexible in approach to acting on and completing tasks within the department.	E	✓	✓



## Employee Benefits.

**We're passionate about employee benefits at Pontefract Academies Trust, offering the following as standard to all:**

- Exciting career and leadership pathways supported by outstanding CPD opportunities
- Everyday Development (EDD) Framework, including goals that are personal and flexible and professional development days to self-reflect and invest in personal development to aid staff engagement, boost wellbeing and enhance employee skills.
- Employee wellbeing programme (including physiotherapy, personal or professional concerns on legal, health, finance, wellbeing, and other matters)
- Generous employer pension – West Yorkshire Pension Fund – LGPS
- Generous annual leave entitlements paid as part of your annual salary (starting from 26 days annual leave, up to a maximum of 33 days dependent on length of service and grade of role – plus 8 statutory bank holidays)
- Fantastic family friendly policies with a focus on employee work/life balance
- Cycle to work scheme
- Blue Light card
- Discounted gym membership
- Free eyecare via Specsavers
- Childcare vouchers
- Discounts at numerous retailers including O2
- Free flu vaccinations



# Making your application.

## Virtual Coffee Chats

We are hosting coffee chats for prospective candidates to meet some of our team and ask any questions you may have about the role or our Trust. To book a time slot, please [click here](#).

If you are unable to make these dates but would still like a discussion regarding this role, please contact Pam Hewitt, Chief Operating Officer, via email at [phewitt@patrust.org.uk](mailto:phewitt@patrust.org.uk)

## Application Process

Complete application for via our website:  
<https://www.pontefractacademiestrust.org.uk/vacancies>

## Key Dates

Closing date: **10am, Monday 2nd June 2025**

Interview date: **Monday 9th June 2025**

## Important Links

[Pontefract Academies Trust Website](#)  
[Trust Strategic Plan 2025 to 2028](#)

## Further Information

Email: [recruitment@patrust.org.uk](mailto:recruitment@patrust.org.uk)  
Tel: 01977 232146

**We look forward to hearing from you.**



**PONTEFRACT**  
ACADEMIES TRUST


## Pontefract Academies Trust

The Barracks Business Centre,  
Wakefield Road Pontefract,  
WF8 4HH.

Tel: 01977 232146

Email: [adminsupport@patrust.org.uk](mailto:adminsupport@patrust.org.uk)

 @PontefractAT

 Pontefract Academies Trust

Registered Company: 08445158

The Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks (including online checks).