



St Gregory's  
CATHOLIC SCHOOL



&

St Simon Stock Catholic School

## Cluster HR Manager

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



St Gregory's & St Simon Stock Catholic Schools



# *Letter from the Executive Principal*



**Dear Candidate,**

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



***St Gregory's Catholic School & St Simon Stock Catholic School***

# About St Simon Stock Catholic School



St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent (Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551) and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 24 academies (19 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



LABORA CUM AMORE

*Labora cum Amore ~ Work with Love*

# About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 24 academies of which 19 are primary schools and five are secondary schools.

St Gregory's Catholic School (Reynolds Lane, Tunbridge Wells Kent, TN4 9XL. 01892 527444) is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



*St Gregory's students make the world a better place*

# *Role description*

## **Core Purpose and Scope**

The holder of this post is expected to carry out the professional duties of Cluster HR Manager as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Executive Principal of St Gregory's Catholic School, Tunbridge Wells and St Simon Stock Catholic School, Maidstone. The post-holder is required to fully support the vision, ethos and policies of the Schools, Cluster and Trust. The HR Hub is based in Maidstone; travel to Tunbridge Wells will be required to fulfil the duties of the post.

## **Kent Catholic Schools Partnership West Cluster**

The West Cluster consists of 2 secondary schools within our Multi-Academy Trust of 25 Catholic Schools, Kent Catholic Schools' Partnership. We are a collaborative partnership of proudly Catholic, world-class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded citizens who make the world a better place.

With Christ's **love** at the centre of all that we do, students:

- **live** life to the full,
- **learn** all they can about their world in order to
- **lead** lives which change it for the better.

## **Values and Behaviour**

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct.

All members of staff must act with honesty and integrity; have strong knowledge within their field and keep their knowledge and skills up-to-date. They should be self-critical; forge positive professional relationships in the best interests of the students in the school.

## **Personal and Professional Conduct**

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

# Job description

<b>Job Title:</b>	<b>Cluster HR Manager</b> <i>Location: St Simon Stock Catholic School, Maidstone</i>
<b>Salary Grade:</b>	KR11 (£41,216 - £47,199)
<b>Hours:</b>	Full Time 37 hours per week, 52 weeks per year
<b>Reports to:</b>	Executive Principal

## **Key responsibilities**

To shape, lead and manage the HR function across the Cluster, with support and oversight from the Executive Principal. Ensuring legal compliance and a forward-thinking HR function.

To be responsible for developing and delivering a strategic plan to retain, recruit, develop and reward excellent staff in our schools

## **General**

### HR

- Ensure legally robust, compliant and forward-thinking HR policies and procedures are in place and adhered to
- Be responsible for the effective and efficient, cohesive management of all people management processes
- Ensure the operation of an effective, efficient and economic HR function
- Ensure relevant legislation and educational employment and equality law and knowledge is kept current and complied with across the Cluster
- Lead the annual performance management process, for both Teachers and Support Staff ensuring Cluster wide participation and a developmental process being applied consistently throughout the organisation.
- Lead on HR aspects of the Single Central Record
- Liaise with payroll processors ensuring an accurate, timely completion of payroll adjustments each month, in compliance with all legislation and system requirements
- Contribute to Executive Principal and Academy Principal reports
- Support the schools with all aspects of recruitment
- Ensure Cluster-wide compliance with “Safer Recruitment”
- Ensure high quality inductions are implemented and completed by schools for all staff across the Cluster, meeting statutory and Trust guidance

# *Job description*

- In partnership with the Cluster data manager ensure absence reports are run and that the absence policy is utilised where necessary and proactive strategies are in place and developed to reduce staff absence
- Lead on training and support for line managers on interview processes, absence procedures, informal management processes within the department as well as policy awareness
- Develop and implement a Cluster talent and succession planning strategy
- Be the key point of contact for school SLT and unions for all HR issues
- Deal with complex capability/disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision-making skills.
- Lead / oversee HR casework, including disciplinary and grievance procedures, including investigations.
- Oversee and complete statutory returns in relation to HR, liaising with external providers as and when required, including Workforce Censuses
- Be a member and key contributor to groups such as the Cluster Equality Diversity & Inclusion (EDI) Forum, contributing to our forward-thinking inclusion strategy
- Lead on wellbeing across the Cluster, to ensure we continuously enhance our offering to staff
- Work with the Executive Leadership Team to develop and embed the Cluster wellbeing programme



# Job description

## Administration

- Complete relevant HR documentation
- To use IT equipment and software packages to assist in delivery and management of site services and develop its provision

## Management

- This post has direct line management of the HR team, currently consisting of three HR Administration Officers.
- There is also a HR advice support SLA in place.

## Additional Duties

- All staff, with the support, of the Designated Safeguarding Lead for each school, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Trust's health and safety policy.

*This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.*

*Job descriptions will be reviewed, in consultation with the post holder, at least annually or whenever there may be a significant change to the role of the job holder.*



# Person specification

	Criteria	Essential / Desirable
Qualifications	A-C Grades in Maths & English GCSE or equivalent	E
	CIPD Level 5 qualification	E
	Record of continuous HR related CPD	E
	CIPD Level 7	D
	Educated to degree level or equivalent in areas such as employment law, organisational development	D
Experience	At least two years of being in a senior HR position of at least Business Partner level, managing at least two people	E
	Experience of leading change management, including TUPE, reorganisation and redundancy	E
	Experience of HR recruitment and selection procedures	E
	Experience of managing absence and other complex employment relations issues	E
	Experience of advising and managing staff on a variety of HR issues such as absence	E
	Experience of leading staff training and development	E
	Experience of drafting complex letters, reports and advisory notes	E
	Proven experience of managing multiple projects and working to tight deadlines	E
	Experience of working with Disclosure and Barring Service / safeguarding protocols	E
	Full clean Driving Licence	E
	Experience of working within the academy or education sector	D
Knowledge & Understanding	Excellent knowledge of statutory regulations, including employment law and guidance relating to the post	E
	Organise, plan and lead projects and change initiatives	E
	Handle sensitive issues confidentially and demonstrate strong interpersonal skills training relevant to the role	E
	Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement	E
	Lead and manage to successfully achieve agreed goals	E
	Be an effective team member that works collaboratively and effectively with others	E
	Deal successfully with situations that may include tackling difficult situations and conflict resolution	E
	Ability to work alone as well as lead a team	E
	To undertake any training relevant to the role	E
	Knowledge of child protection and safeguarding policies	D
Characteristics and Competencies	Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation, and high standards	D
	Excellent communication including verbal and written skills	E
	Competent with IT and other software packages such as Word, Excel and PowerPoint	E
	Use of school databases (SIMS, CPOMS/Staffsafe)	D
	Good organisational skills	E
	Good time keeping skills	E
	High expectations of self and high professional standards	E
	The ability to handle a demanding workload and prioritise	E
	A high level of accuracy and attention to detail	E
	The ability to use initiative and be proactive	E
	Personable	E
	Excellent communication including verbal and written skills	E
	A high level of integrity, confidentiality and discretion	E
	Excellent planning skills and the ability to take control of situations	E
	Understands the importance of confidentiality and discretion	E
	Desire to undertake professional development within the role	E

# Application process

Please contact the school at [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk) to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk)

**Please send your application form and related documents to the HR Hub [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk)**

**Closing date for applications:  
13<sup>th</sup> of July 2022**

**Interviews to be held on: TBC**

## Safer Recruitment

*St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.*

*We are an equal opportunities employer.*

