



Maritime
Academy
Trust

Recruitment Pack

Role HR Operations Manager

Date February 2023

Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Tiffany Beck, Chair of Trustees



Nick Osborne, Chief Executive Officer

Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



Maritime Benefits

Your Maritime Benefits

The Maritime Academy Trust is able to provide our children with a phenomenal education because we employ the very best Teachers and Support Staff, who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits.

National Terms & Conditions



Mental Health First Aiders



Enhanced maternity & paternity benefits



CPD & Progression opportunities



Early salary access & financial advice



Interest free Travel Work Loans



Access to face to face counselling sessions



Annual Flu Vaccinations



Eyecare Vouchers



Local Government & Teachers Pensions Schemes



Cycle to Work Scheme



Comprehensive Employee Assistance Programme



Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

Job Description

Job Title:	HR Operations Manager
Grade:	PO2 (Medway)
School/Team:	HR
Reporting To:	HR Director
Direct Reports:	Recruitment Adviser/ HR Officer/Payroll & Pensions Officer/ HR Administrator

Purpose of Job:

To manage the HR Team to support the delivery of a high quality proactive operational HR service to the Trust and its schools.

Specific Responsibilities

Manage the HR team to deliver on transactional HR activities including recruitment, onboarding, payroll and contract changes.

Support senior leaders with complex casework, ensuring that procedural and departmental timescales are met. Providing appropriate advice that is mindful of legislation, organisational precedent and which minimises risk.

Work with Senior Leaders to review absence, provide advice and agree action plans. Following up with casework support to support the reduction of absence across the Trust.

Compilation of regular and ad hoc management reports at the request of the HR Director to support strategic and operational decision making.

Oversee monthly payroll process, checking any individual and school-level variances and overseeing amendments to pay eg: application of pay awards or deductions from pay such as overpayments etc.

Deliver Trust-wide briefings on HR Policies and Procedures and other HR matters to support senior leaders to develop their people management skills.

Facilitate the Exit process, conducting Exit Interviews as required and collating termly data from exit interviews to improve Trust recruitment and retention.

Job Description

Work with the wider team to support the development of processes and systems to bring about continuous improvements to the service.

To contribute to the development of specific HR projects, policies and initiatives in line with departmental and organisational objectives.

Lead on third-party HR contract management, providing feedback to external providers on services and ensuring compliance to Trust and third party agreements and SLAs.

Coordinate the Trust Employee benefits offer. Undertake activities to drive engagement to ensure return on investment and oversee the team to ensure the effective administration of benefits.

Coordinate and compile statutory returns, i.e. School Workforce Census, Gender Pay, Apprenticeship Target.

Lead on organisational change projects, such as TUPE and reorganisation seeking advice as appropriate from the HR Director.

To support the job evaluation assessment and moderation process undertaking job evaluations as appropriate.

Take responsibility for own work load and ensure actions are completed within agreed timescales and against service standards, ensuring accuracy and confidentiality at all times.

Take personal responsibility for own continuing professional development ensuring that knowledge and skill are kept up to date to reflect changes in employment law and practice.

To undertake any other work appropriate to the level and general nature of the post's duties.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

Job Title:	HR Manager
Grade:	PO2
Academy/Team:	Human Resources

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge & Experience		
Educated to degree level or equivalent	AF/I	D
Minimum of Level 5 CIPD Qualification	AF/I	E
Level 7 qualification or willingness to work towards.	AF/I	D
Experience of working in the Education and Schools sector.	AF/I	D
Excellent working knowledge of employment law and its application to practical people management issues	AF/I	E
Experience of managing an effective HR Team to provide an efficient and proactive operational HR service.	AF/I	E
Experience of supporting managers with complex case work, including dismissals and appeals.	AF/I	E
Experience of leading the management of organisational change, including TUPE, reorganisation and redundancy.	AF/I	E

Skills and Abilities		
Ability to develop and maintain effective professional relationships with a wide range of people. Ensuring trust and credibility.	AF/I	E
Ability to work collaboratively as part of the wider HR Team supporting colleagues as required.	AF/I	E
Highly developed administrative skills. The ability to use a range of systems to an advanced level to produce consistently accurate and <u>high quality</u> work.	AF/I	E
Ability to analyse and manipulate data to produce statistical reports.	AF/I	E
Ability to prioritise and effectively manage own workload ensuring conflicting deadlines and demands are routinely met.		
General		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.	AF/I	E



How to
Apply:

Please apply online via [TES](#) using the online application form.

Some text

Application
Deadline:

Tuesday 21st February 2023

Interviews:

To be confirmed

Further
Information:

Please visit the [Maritime Academy Trust website](#)



Contact Us



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www.tes.com/jobs/employer/maritime-academy-trust-1162586



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