



We are His body, living and learning as one.

Role: Strategic HR Officer
Salary: Grade 11 scp. 44 – 47 £52,882 - £56,451
Hours: Full Time 35 per week, all year round
Required: July 2024 or as soon as possible afterwards
Contract: Permanent

Closing Date: Monday 3rd June 2024 at 9am

Shortlisting: Monday 3rd June 2024

Interviews: Friday 7th June 2024

Corpus Christi Catholic Academy Trust are looking to appoint a Strategic HR Officer. The person appointed will be based within the central team of the Trust and will work in collaboration with all the schools within the Trust across Manchester, Trafford, Tameside and Stockport. The role will oversee the day to day supervision of the central HR team and will have strategic responsibility for the vision of the delivery of the HR service in line with the Trust's strategic development plan. You will also provide a professional HR advisory service to all schools within the Trust.

This is an exciting opportunity for someone looking for a diverse and challenging role to develop themselves further professionally. We are looking for an individual who would complement our existing Trust Central Team, who deliver HR, finance, ICT and school improvement services to our schools.

The Trust is seeking to appoint an individual who has the experience, motivation, enthusiasm and skill set to work in partnership with the Headteachers and other stakeholders to help lead the future vision and development of our rapidly expanding Trust.

The main duties of the role are:

- To manage the HR function of the Trust
- To drive and develop the HR service transformation
- To provide a strategic vision for the HR service
- To design and develop HR policies and procedures
- To provide leadership and direction to the HR service team
- To work collaboratively with Headteachers dealing with complex HR casework

The successful candidate will:

- Have a professional qualification or degree relevant to the role (CIPD, CSBM)
- Have experience of working at a senior management level
- Have strong moral and ethical principles and values
- Have excellent organisational, communication and interpersonal skills
- Have experience of leading a team
- Be able to adapt and respond appropriately to challenging situations
- Be able to work in successful partnership with all stakeholders and support the Trust's vision and growth strategy
- Be open to new ideas, committed to working as part of a team and of course have a good sense of humour
- Be able to drive and have access to a car

We can offer the successful candidate:

- An opportunity to join an experienced and highly cohesive team led by innovative and creative professionals
- Work in a vibrant, happy and welcoming environment characterised by excellent relationships with colleagues and stakeholders
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%
- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training
- Recognition of continuous and aggregated service for eligible employees
- A range of employee benefits which support your well-being that includes:
 - A confidential Employee Assistance Programme which is extended to members of your family
 - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
 - Flu vaccination clinics
 - Eyecare vouchers

Prospective candidates are warmly invited to visit the Trust and meet with the Trust's Chief Finance & Operating Officer. Please email Mike Fowler mike.fowler@corpuschristitrust.co.uk to make arrangements. The Trust Central Team are based at St Anthony's Catholic Primary School, Wythenshawe. The person appointed will be expected to travel between all the schools within the Trust and will also have the flexibility to work remotely/from home.

If you would like to apply for the position, application packs are available from the Trust's website: <https://www.corpuschristitrust.co.uk/> Applicants should complete the CES Support Staff Application Form and return it to recruitment@corpuschristitrust.co.uk. Applicants will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, satisfactory online/social media check, appropriate overseas check and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies. Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

It is not a requirement of this role to be a practising Catholic and therefore, applications are invited from individuals committed to supporting the Catholic ethos of the school.

Please note CVs and agency referrals will not be accepted.

Please note that whilst the successful candidate will be appointed to the Trust Central Team, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.