



Victorious
Academies Trust

Success in education

Inspiring • Discovering • Caring • Improving • Achieving



Victorious
Academies Trust

Success in education

HR Manager Recruitment Pack



www.victoriousacademies.org



Letter from our CEO, Karen Burns

Hello and welcome.

As the Chief Executive of Victorious Academies Trust, I'd like to thank you for considering joining our trust as our new HR Manager. This is an exciting new position, created as a result of our recent growth.

We're committed to recruiting outstanding individuals who align with our ethos. To make sure we attract the right people, we're transparent about our vision, values, and expectations from the outset.



Collaboration is at the heart of everything we do. By joining our Trust, you'll help foster deeper, more meaningful connections between our schools, enabling us to work more efficiently, share ideas, and leverage resources. This collaborative spirit is what drives us and benefits the entire school community.

We believe that when schools work together, share their strengths, and support one another, they can achieve far more.

We're looking for an HR Manager who:

- Is excited by their role and the opportunity to work with schools and young people;
- Has a passion for learning and is eager to develop their own skills;
- Understand the demands of the job and approaches them with positivity;
- Embraces our ethos and is willing to go the extra mile to achieve the best for our students;
- Is quick to praise and slow to criticise;
- Will grow in line with our trust.

If this is your first introduction to our Trust, I hope what you've read so far, along with everything you discover about us, inspires you to apply. We are excited about our continued growth, and we hope you'll consider joining us on this journey.

From humble beginnings with just two schools, we've now expanded to 13 schools, with another in the pipeline. With over 4,000 pupils and 650 staff, our HR Manager / HR Business Partner will play a pivotal role in supporting our ongoing development.

We look forward to the continued growth of our Trust both regionally and nationally, and we hope you'll be part of it.

Karen Burns
Chief Executive Officer



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Job Description

Job Title: HR Manager

Location: MAT Central Team Office in Mossley OL6 with travel to schools as necessary

Working pattern: Monday to Friday with up to 20% of hours working from home

Contract: Permanent Term-time + 4 weeks

Salary Range: Actual salary: £42,204 – £47,940 | Full Time Equivalent salary: £44,711 – £50,788

Reports To: Chief Operating Officer

We are seeking an HR Manager to join our Trust Central Team. The successful candidate will support our schools, delivering a high-quality HR service that is legally compliant, strategically aligned, and responsive to the needs of staff and leadership teams across the Trust. This role combines strategic oversight with hands-on, day-to-day HR support.

Accountabilities

- Operational: Responsible for high-quality HR administration, managing staff records, and ensuring compliance across the Trust's schools.
- Financial: Manage aspects of HR with financial implications, including allowances, sickness pay, special leave, and redundancy.
- People: Manage HR support staff and mentor colleagues in HR administrative roles, ensuring consistency across schools.

Key Responsibilities:

- HR Support & Strategy: Provide strategic and operational HR support across all schools within the Trust, ensuring practices are legally compliant and aligned with Trust values and policies.
- HR Casework: Manage day-to-day HR casework, including absence management, grievance, disciplinary, and capability issues, in line with Trust procedures.
- HRIS Implementation: Support the implementation and effective use of the Trust-wide HR Information System (HRIS).
- Oversee recruitment processes, ensuring compliance with safer recruitment policies and managing induction, recruitment checks, and interview processes.
- Maintain accurate staff records, including overseeing the Single Central Record (SCR) and ensuring compliance with safeguarding and employment requirements.
- Support school leaders and Office Managers with probation reviews, absence monitoring, flexible working requests, and other HR-related queries.
- Coordinate safer recruitment training for key staff and governors across the Trust.
- Provide regular HR data and reports to the COO on staffing trends, absence data, recruitment progress, and other key metrics.
- Liaise with payroll providers and pension schemes (Teachers' and Local Government) to ensure timely and accurate processing.
- Contribute to the development, review, and implementation of Trust-wide policies and practices.
- Support legal processes and investigations, liaising with external advisers and Trust governance where required.
- Provide mentoring and guidance to school-based HR administrative support, ensuring consistency and compliance across the Trust.

This job description will be reviewed annually in line with the Trust's performance and development policy. Any changes to the role's responsibilities or grade will be discussed with the post holder.



Person Specification

Experience:

- Proven experience in HR advisory roles, ideally within an education environment.
- Experience working with HR systems and managing casework. Experience of business operations

Knowledge:

Detailed knowledge of HR procedures, ideally in schools.
Up to date knowledge of employment law and expected changes.

Qualifications:

- Minimum CIPD Level 5 qualification or equivalent experience.
- Commitment to ongoing professional development.

Skills:

- Excellent attention to detail and communication skills.
- Strong ICT and organisational skills.
- Ability to work independently and manage a varied workload.

Personal Attributes:

- Friendly, professional approach with the ability to build relationships.
- Customer-focused, adaptable, and enthusiastic.
- Commitment to service quality and continuous improvement.
- Comfortable navigating conflict and upholding policies, even when under pressure.

Additional Information:

- Up to 20% of hours working from home around the needs of the trust. There will be regular travel to schools, the trust office, and occasionally further.
- A full UK driving licence and access to a vehicle is essential.
- Probationary Period: The role is subject to a three-month probationary period.

How to apply:

Kellie Gordon at Appoint-Ed is managing the recruitment of this role on behalf of the trust.

To apply please contact Kellie on: 07983 388 086 / 0161 533 0033 / kellie@appoint-ed.co.uk

Our Safeguarding Statement

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The role described involves working with children and young people and is subject to Victorious Academies Trust's Safer Recruitment Process.

All posts require an enhanced disclosure from the Disclosure and Barring Service (DBS).

For more information on our Trust's Safer Recruitment and Privacy Policies, visit:
<https://www.victoriousacademies.org/ouracademies/vacancies>



Our Vision, Mission and Values

Our Vision

We have a vision for education that builds pathways for all, focusing on personal strengths, academic progress, character development and progress to employment. This is linked to lifelong learning, professional development and community involvement. We want to remove barriers to achievement and to inspire individuals by setting their learning in the context of their future aspirations.

Our Mission

- Growth – to develop our thriving multi academy trust, regionally and nationally from our base in the north-west
- To create a number of clusters (hubs) of 10+ schools in each
- Develop our north west clusters, championing collaboration across all core school staff groups
- Develop our beacon of excellence by supporting all schools to improve outcomes and opportunities for a greater number of pupils
- To support emerging Trusts and CEO's, ensuring our vibrant community of professionals collaborate beyond our boundaries, across schools and other trusts
- To work across the wider regional and national system providing blogs and resources, supporting and facilitating training, round table discussions and chairing regional and national conferences

Our Values



Inspiring

Encouraging all to be as creative and motivating as possible



Discovering

Seeking opportunities to expand knowledge and experience



Caring

Providing support and guidance for the whole Trust community



Improving

Striving to better ourselves at all times



Achieving

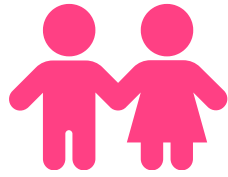
Teaching to attain aspirational targets



Our Trust Headline Data



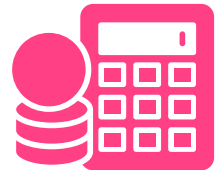
661
Staff



4017
Pupils



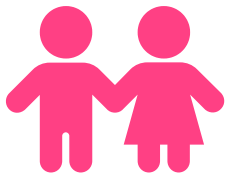
13
Schools



£23M
Trust Income 2023



42
Staff
Collaboration
Groups



Over 120
Extra-Curricular
Groups



8
Academies rated
Good by Ofsted
(since September 2022)



1
Academies whose Ofsted
rating increased from
Inadequate to Good
(since September 2022)



Funding Acquired Since 2019

£300K
Trust
Capacity
Fund (TCAF)

£4.25M
Conditional
Improvement
Fund (CIF)

£250K
Salix Energy
Efficiency
Fund (SEEF)

£425K
Connect the
Classroom

More information about our Trust and schools can be viewed on our website www.victoriousacademies.org.





Collaboration across our Trust

Collaboration is at the heart of all that we do. Our schools collaborate strongly which has improved staff expertise and pupil outcomes. Our collaboration groups work together to develop their own expertise and confidence and therefore improve the quality of our provision for all pupils.

We start every academic year with our annual Inset Day where all staff from our family of Trust schools come together to hear from our Chair of Trustees, our CEO and other key staff or external speakers. For 2024/2025, our focus is centered on enhancing our Sense of Belonging and building a vibrant culture within our Trust. We're committed to creating a Trust where everyone feels included, respected, and valued. By prioritising these efforts, we hope to strengthen connections, encourage teamwork, and cultivate an environment that reflects our vision and values.

Across the academic year regular meetings take place within all areas of school operations and across all roles. Our Trust has a thriving wellbeing committee who are continually improving practice across our Trust and regularly source training/initiatives to support all Victorious staff.

Some of our Trust Collaboration groups who meet half-termly, include:

- Headteachers
- Office Managers
- Deputies and Assistant Headteachers
- Facilities Management
- Curriculum Subject Groups
- Wellbeing Champions
- EYFS Leads
- SENDCo Leads
- Assessment Leads
- Writing Moderation

We have formal and informal platforms for communications and staff report a real benefit from liaising with other professionals with the same/similar role to themselves, particularly where a school may have only one or two people in the role. These two levels of support and collaboration offer our Trust staff increased wellbeing and emotional support as well as gaining professional knowledge and expertise.

Beyond our Trust family, in our schools' local areas, we meet with local primary and secondary schools to build relationships and understand need. We develop strong relationships with the admissions teams and wider local authority officers, including the safeguarding and health and safety teams. Our school leaders are active contributors to the local school system, including training opportunities, peer-to-peer support, network / cluster partnership working and sharing good practice.

Some of our Collaboration Events that take place over the school year, include:

- Victorious Voices, our Trust Choir.
- Cross Trust Sports events, including, Dodgeball, Athletics, Football, Netball, Rugby.
- Maths Time Tables Rockstars Competition.
- Whole Trust Art event.



Our Wellbeing Vision

The wellbeing of our staff and pupils is fundamental to our Trust vision and values. We place the physical, emotional and mental health of our staff and pupils at the forefront of our decision making. We focus on ensuring that our staff are able to have balance within their lives, that they can cope well, and can deal with challenging situations in a comprehensive manner. As a result, our staff feel motivated, energized and engaged, showing resilience to deal with life's challenges. This helps support our pupils and wider communities – we know that if staff feel well they are better placed to support our communities.

Our Wellbeing Strategic Values



Inspiring children and staff to engage, learn and develop their skills in mental health and wellbeing.



Helping our children and staff **discover** the different skills needed to help those with mental health illnesses.



Caring about all children and staff under our care; their emotional, mental and physical wellbeing is important to us.



Improving our understanding of staff and children's mental health and wellbeing.



We support our children and staff to **achieve** a positive emotional and wellbeing state of mind whilst in our care.

Wellbeing has developed across our Trust through varying levels of support this includes:

- **Specialist support** (through our Employee Assistant Programme, referrals to Occupational Health and referral to our Wellbeing Development Officer)
- **Targeted support** (through supervision, training around mental health, regular wellbeing check ins with our Wellbeing Development Officer, wellbeing events for staff, text, email and school / home visits)
- **Universal support** (through our Wellbeing Development Officer, staff Wellbeing Policy, our wellbeing focus for staff, no stigma or blame culture for mental health illnesses, our Wellbeing Working Group, Staff and pupil Wellbeing Ambassadors and Champions each school).
- Wellbeing collaboration groups including, Wellbeing Leads, Mental Health Leads, Pastoral Leads, Health and Safety Leads, Safeguarding Leads and Relational Inclusion Champions.
- A focus on wellbeing at our annual Whole Trust Inset Day.



Why join Victorious?

Our Trust is passionately committed to providing the best outcomes for all our pupils. We value all qualities in the young people we serve and celebrate their diverse achievements, including those relating to personal development, extra-curricular activity and academic attainment.

We highly value all the incredible work of all the staff who work for Victorious Academies and their unrelenting aspiration for our children proves inspirational and enabling, resulting in some amazing personal gains for our pupils. Professional development is at the heart of our Trust and all staff, whatever role they undertake, are encouraged to develop their expertise and abilities at all times.

We have a rigorous recruitment process following our Trust Safer Recruitment Policy and in line with updates to KCSIE, dependent on the role we perform secure social media checks on successful candidates with their consent.

Our schools currently are located across Tameside and Derbyshire local authority areas and we work with officers from both areas, along with local and regional trade union representatives through our trade union recognition agreement.

We have a proven track record of promotion and progression of staff within our Trust and this is something of which we are particularly proud. We also ensure that all staff are trained in Safeguarding, Mental Health, Radicalisation Prevention, Female Genital Mutilation and Child Sex Exploitation. This ensures our pupils are kept safe at all times.

Our staff have access to our Victorious Plus+ platform, this is an online hub for all staff that offers wellbeing support and financial discounts at many High Street retailers.

The academies in our Trust are all different. We embrace their individual characters and uniqueness. Our CEO is keen to encourage autonomy in the settings within our Trust with the obvious caveat that standards must be as high as possible as a result of their varying approaches.

Our Members and Trustees are highly committed to the success of our Trust. They are skilled individuals who challenge and support appropriately, always with the needs of our pupils uppermost in their minds.

At Victorious Academies Trust we are a group of genuine, passionate and dedicated people who work harmoniously and professionally together securing fantastic results for our young people. We firmly believe that our practice provides the pathway to a bright future for all the children, families and staff within our Trust community.

We hope this pack has helped you to get a feel for the role and our Trust.

If you'd like to find out more about the HR Manager position or have any questions before applying, please don't hesitate to get in touch:

Kellie Gordon at Appoint-Ed on 07983 388 086 / 0161 533 0033 / kellie@appoint-ed.co.uk