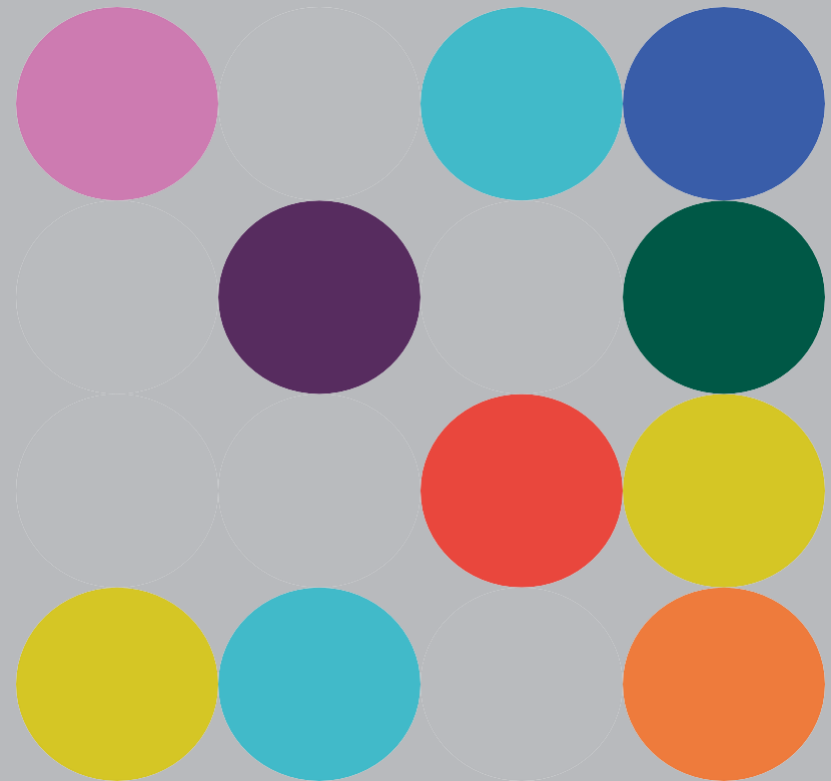


# HR Officer

## RECRUITMENT PACK

*May 2025*



# Job description



**Post title**  
HR Officer



**Salary**  
Grade 9, £33,366-£35,235



**Hours of work**  
37 hours per week  
Part time roles considered



**Post status**  
Permanent

## We offer

- An established, experienced and strong central team that works closely with stakeholders across our schools
- A commitment to continuing professional development
- Free parking
- Local Government Pension Scheme
- Access to Wellbeing services, including funded counselling, physiotherapy and GP and other medical support
- 25 days holiday per year
- Recognition of continuous service

## Purpose

To provide a high quality and confidential Human Resources service across the Trust schools working closely with the HR Leads, Headteachers, Trust professionals and external agencies. Ensuring compliance with the Trusts HR Policies and procedures across the Trust Schools.

## Role Location

Shrewsbury, SY1 3QR

## Why this role above others?

The Human Resources team forms part of the larger Trust's Shared Services function providing professional services supporting the delivery of "Achievement through Caring" to our family of 11 schools. Our staff wellbeing survey tells us staff love working here because of the relationships between staff, across departments and our family of schools.

If you are interested in this post and would like the opportunity to visit the Trust, or if you have any queries, please email Louise Reeves/Julia Hipkiss on [trusthr@mmat.co.uk](mailto:trusthr@mmat.co.uk)

## Responsible to:

HR Lead/s, Executive Leadership Team and Headteachers of our Trust Schools.

## Outline of role:

To provide a high quality and confidential Human Resources service across the Trust schools working closely with the HR Leads, Headteachers, Trust professionals and external agencies. Ensuring compliance with the Trusts HR Policies and procedures across the Trust Schools.

## Main duties:

- Provide a professional and effective HR service to the Trust schools and Central Services at all times
- Drive the safer recruitment across all Trust Schools throughout the end to end process to include but not limited to; job adverts, interviews and ensuring compliance with safeguarding regulations and procedures.
- Provide support to all Trust schools throughout the full employment lifecycle, from recruitment to leaving
- Support the coordination, completion and submission of statutory returns.
- Support the HR function by ensuring HR Policies & Procedures are kept up to date and current with legislation and the needs of the Trust.

## Standards and quality assurance

- Uphold department, school and Trust procedures, policies and plans.
- Represent the department in working parties.

- Attend department meetings and events to fully support the department, the schools and the Multi-Academy Trust.
- Attend relevant CPD and meetings within the Trust and with outside agencies.





## Developing self and leading others:

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

## In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.
-

# Person specification

	 Essential	 Desirable
 <b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possess CIPD level 5 qualification or working towards</li> </ul>	
 <b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a HR generalist with a minimum of 2 years' (ideally in education)</li> <li>• Knowledge of employment law and legislation and demonstrate experience of applying this</li> <li>• Confidently managing own casework load with conflicting deadlines</li> <li>• Ability to plan, monitor and prioritise own work with excellent attention to detail</li> <li>• Evidence of working in a pressurised and fast paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop, facilitate or deliver training as required</li> <li>• Previous experience working in a unionised environment, ideally within education</li> </ul>

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:





Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviour, and

Attitudes to use of authority and maintaining discipline

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Skills &amp; Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and ability to establish positive relationships with colleagues and stakeholders at all levels</li> <li>• Ability to work independently and as part of a team demonstrating high levels of initiative</li> <li>• Proficient in the use of Microsoft IT software and understanding of technology</li> <li>• Excellent written and verbal communication skills</li> <li>• A coaching-based approach to support and encourage school leaders</li> <li>• Ability to remain calm under pressure, prioritising workload and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive and sound knowledge of education employment legislation and the terms and conditions relevant to it</li> <li>• Understanding of safeguarding and its relevance in HR processes</li> </ul>
 <b>Other</b>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development and a desire to expand and enhance knowledge</li> <li>• Demonstrate a clear commitment to develop and learn in the role undertaking role related training as required</li> <li>• Honest and flexible in approach displaying professional integrity at all times</li> <li>• Maintain high levels of confidentiality with tact and diplomacy</li> <li>• Ability to think 'outside the box' and challenge thinking in order to provide alternative ways of working</li> <li>• A positive disposition with solution focussed ethic</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively evaluate own performance and share knowledge with others</li> </ul>

# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

## Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.



# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

## Check out our video:

[You can click here to view.](#)

## Interested? Here's how to apply:

[Complete the online form here.](#)

## The closing date for applications is:

5<sup>th</sup> June 2025

## Interviews will be held:

16th June 2025

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in  
staff wellbeing  
and work life  
balance evidenced  
in policy and  
practice



# Our Trust Vision Statement and Values



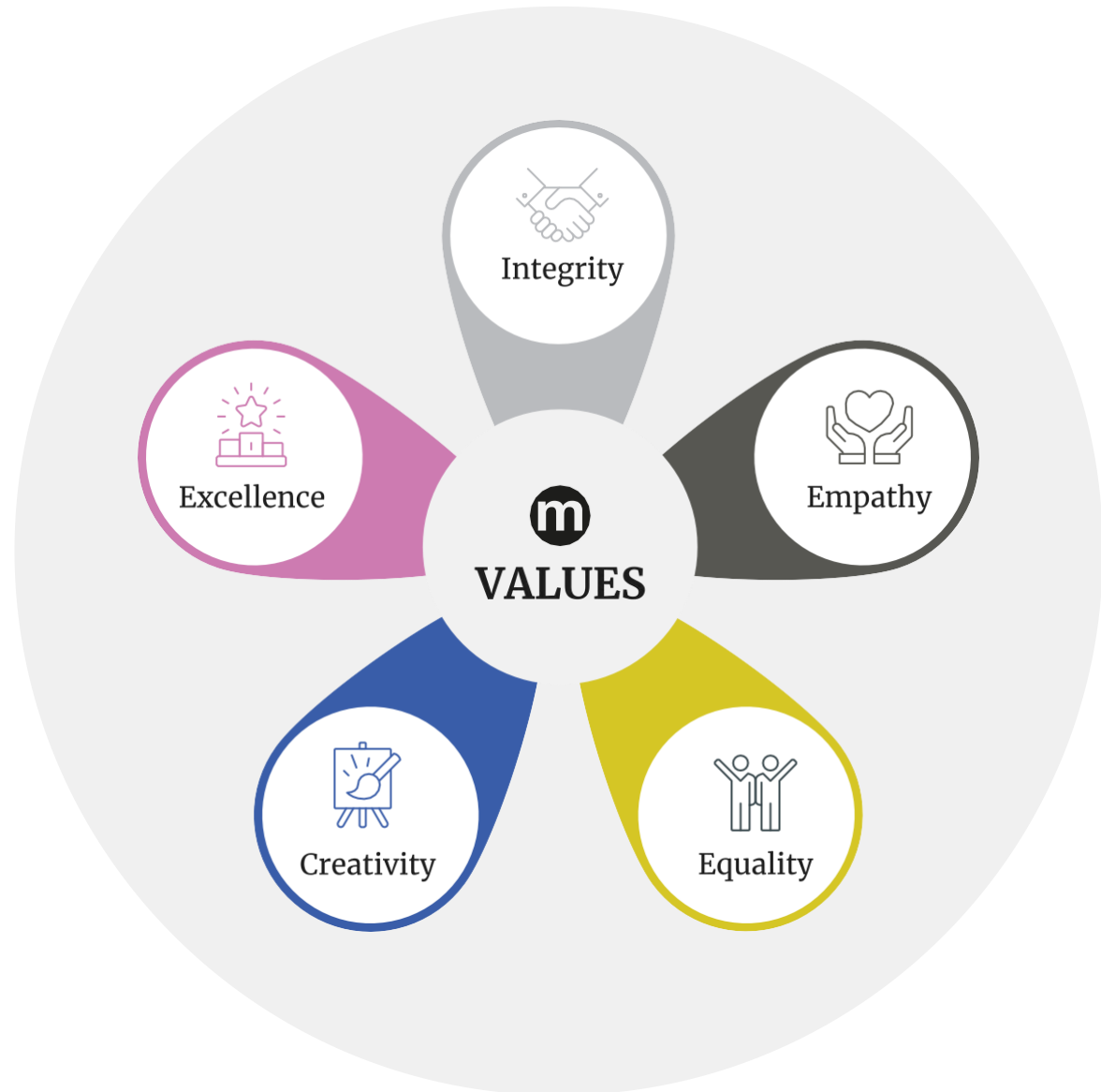
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Supportive  
team

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!





We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Thelwell, Executive Director of People and Development)

# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:


Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”





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