

**Twyford Church of England Academies Trust, Acton, London W3 9PP** is seeking to appoint a

## **Human Resources Manager**

**35 hours per week**

**Full-time** (all-year-round contract)

**Salary: Grade 14 scale points 44 - 46** (£49,968pa – £51,978pa)

**Closing date: 12 noon on Monday 30<sup>th</sup> November 2020**

**Interview date: Tbc – week beginning Monday 7<sup>th</sup> December 2020**

**To start: January 2021 ideally**

The Twyford CE Academies Trust is a growing educational organisation comprising four secondary schools in West London - Twyford CE High School, William Perkin CE High School, Ealing Fields High School and Ada Lovelace CE High School.

The Trust is looking to recruit an **HR Manager** to lead the Trust's HR team. This is a busy and varied role managing a team of three staff who provide a range of high quality HR services to Trust schools and the central Trust functions including recruitment, related pre-employment administration, payroll (through a third party bureau service), staffing strategy, aspects of staff training and development, employee relations, absence management and responding to HR queries from staff.

This role is an excellent opportunity for someone with experience of a similar role or looking for a step up from a senior HR role. The role is primarily based within the Twyford Trust Operations team at Twyford CE High School though there will be a requirement to work at other Trust schools. Core hours are 9am – 4.30pm however some flexibility with regard to working hours is also essential. This is particularly the case on interview days when a start time of 7.45 or 8.00am is needed; hosting interview days is shared between members of the team.

### **We offer:**

- Excellent working relationships at all levels
- Opportunities for development
- Membership of the Local Government Pension Scheme

### **The successful candidate will:**

Have the capacity to make an important contribution to the management and further development of the Trust. They will need to have strong interpersonal skills and be able to effectively manage a team and support senior colleagues with staffing issues. They will also be a good communicator – able to understand and convey detailed information. They will also need to be well organised and possess good IT skills. The new post-holder must be resilient and able to adapt to priorities that may change at short notice.

Previous experience of working in a busy HR department and a good knowledge of employment practices and regulations are essential. Experience of working in education is desirable but more important is a strong motivation to be part of a high performing team in a successful organisation, a willingness to go the extra mile and the capacity to achieve your goals.

For more information about the role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

## **The Twyford Trust**

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools - the Trust comprises four schools in the London Borough of Ealing.

## **How to apply**

Please visit the Vacancies page of the Twyford Trust website to download a job description and an application form: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to [recruitment@twyfordacademies.org.uk](mailto:recruitment@twyfordacademies.org.uk) Please do not submit applications by fax.

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>. The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.*