



King's Group
Academies

HR Operations Manager Candidate Application Pack

Dear Candidate,

We are excited to announce an opportunity for an experienced HR professional to join King's Group Academies (KGA) as our new **HR Operations Manager**.

KGA is a growing multi-academy trust comprising 14 schools across the South East. As we continue to expand, we recognise the need to enhance our operational HR function to ensure that our academies receive consistent, high-quality HR support. This is where your expertise comes in!

In this pivotal role, you will be an experienced and confident HR generalist, ideally familiar with education sector terms and conditions. Your primary focus will be to review and improve HR business processes and systems across our Central HR function, and to establish best practices across the Trust. A key aspect of your role will involve managing and supporting our HR Services team, who are the day-to-day point of contact for our academy Headteachers and Business Managers. By equipping the team to deliver exceptional service, your work will have a profound and lasting impact.

Our HR Services team is based in Hampshire, and you can choose to be based in one of our Gosport schools or work in a hybrid model, with regular time spent in Hampshire and occasional visits to academies in Berkshire and East Sussex.

In return, you will receive support and professional development from KGA's Director of People. This role presents a unique opportunity to help build a strong HR team and contribute positively to the education of nearly 10,000 pupils. Our vision is to provide these pupils with **Opportunity and Success on a Global Stage**, and we are looking for someone who shares this ambition. If you are excited by the prospect of helping our academies recruit, retain, and develop outstanding staff, we encourage you to apply.



Lorraine Walsh

Lorraine Walsh
People Director

The Trust

At [King's Group Academies](#) we share a vision of a [global community of pupils](#) and colleagues whose connection broadens horizons and fosters understanding. We have a passion for working collaboratively within our UK communities and more widely, promoting international citizenship. We believe that each and every pupil deserves teachers and school colleagues who are passionate about their success and seek to achieve this through positive partnerships with parents who hold us to account.



We place emphasis on colleagues working together to share expertise and drive strategy. Each of our academies contributes as part of a range of forums that cover aspects including Teaching & Learning, Safeguarding, Curriculum, International, HR & Finance and our Head Teacher Board that meets regularly to support and share practice together. In addition to our forum approach, our Senior Leadership Teams are enabled by their Local Governing Bodies and the trust central team.

Each one of our academies has its own identity, history and context, which we embrace. We also share similarities in our commitment to continuous improvement and educational excellence. We all work towards *opportunity and success on a global stage* for all our students.

We currently comprise fourteen academies across Berkshire, Hampshire and Sussex. You would be joining our central team and will therefore travel to our academies as needed. The trust is working for sustainable growth and academy improvement, giving a firm foundation for our leaders to deliver our mission to equip all pupils with the confidence, knowledge, skills and values that will enable them to thrive in the modern world.



Human Resources Operations Manager

Job Description

Hours: 37 hours per week, full time.

Location: Gosport, Portsmouth, or Hybrid (with occasional travel to academies in Berkshire and Sussex)

Salary: The salary range for this role is £47,185 - £49,574 (L1-L3).

Reporting to: Director of People

Line Management: HR Officers

Role Purpose

As HR Operations Manager, you will play a pivotal role in shaping and delivering exceptional operational HR services across King's Group Academies (KGA). In close collaboration with internal stakeholders and through the management of the HR Services team, you will ensure that all aspects of the employee lifecycle are professionally and consistently supported, in line with employment law and best practices.

Key Responsibilities

1. Managing the HR Services Team

- Lead, resource, and develop the HR Services team to effectively deliver all transactional HR activities across the employee lifecycle.
- Provide high-quality line management, including regular 1:1 meetings, performance reviews, and professional development opportunities.
- Set team objectives and plans that align with the broader People Strategy.

2. Delivering Operational HR Excellence Across KGA

- Develop and maintain a centralised, efficient HR service that supports recruitment, retention, reward, and staff development.
- Ensure HR systems and practices meet the needs of our academies, enabling them to recruit and manage staff effectively.
- Provide professional first-line HR advice, escalating more complex issues when necessary.
- Manage relationships with third-party providers (including pre-employment checks, payroll, employee benefits, and immigration advice) to ensure compliance with service level agreements.

- Lead the review and continuous improvement of HR policies in response to internal and external developments.
- Develop and report on HR metrics that drive informed decisions for the People Strategy.

3. Implementing KGA's Resourcing Strategy

- Lead the development and implementation of effective recruitment strategies, systems, and processes to ensure the Trust is adequately resourced.
- Oversee robust pre-employment checks and onboarding processes, prioritising safeguarding.
- Enhance KGA's employer brand to build a strong pipeline of qualified candidates.
- Ensure that employees are well-informed of their pay and benefits packages.
- Embed equality, diversity, and inclusion in all aspects of KGA's recruitment and retention strategies.

4. Working as Part of the Wider Central Team

- Deputize for the Director of People as required.
 - Lead and contribute to HR and cross-Trust projects.
 - Promote HR best practices and develop management capabilities across KGA.
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Safeguarding

- Ensure a thorough understanding of child protection responsibilities, including KGA's Child Protection Policy, Safeguarding Policy, and Code of Conduct.
 - Report all safeguarding concerns immediately to the designated staff member.
 - Attend mandatory safeguarding training and refreshers to ensure up-to-date knowledge.
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Health, Safety & Security

- Maintain awareness and compliance with health, safety, security, confidentiality, and data protection policies and procedures.
 - Report any concerns to the appropriate staff member.
 - Attend mandatory training sessions to remain current on relevant policies and practices.
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Equity, Diversity & Inclusivity

- Contribute to fostering a workplace culture that embraces and promotes equity, diversity, and inclusivity.
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This job description is subject to change through mutual agreement between the post holder and the Director of People. It provides a broad outline of the role's duties and responsibilities and is not exhaustive.

Kings Group Academies is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

All posts within our academies are exempt from the Rehabilitation of Offenders Act 1974, and all applicants must declare spent and unspent convictions, cautions, and bind-overs, including those regarded as spent. An Enhanced Criminal Records Disclosure through the Disclosure and Barring Service (DBS) is required.

Person Specification

Essential Experience, Skills & Knowledge

- Relevant HR qualification or equivalent experience.
- Demonstrated suitability to work in educational environments, with a strong commitment to safeguarding and child protection policies.
- Proven experience managing and developing HR services in a dynamic, evolving setting.
- Skilled people manager, able to role-model the line management practices we aim to establish within KGA.
- Comprehensive knowledge of HR best practices, employment law, and industry trends.
- Strong communication, interpersonal, and influencing skills, with the ability to build trust and relationships with diverse stakeholders.
- Customer-focused and solutions-oriented, able to balance multiple priorities and ensure team workloads are regularly reviewed to meet deadlines.
- Proficiency with the Google suite for documents, workflows, reporting, and meetings.
- Ability to develop HR metrics and use them to inform and enhance HR practices.
- Experience using HR information systems and knowledge of GDPR compliance.
- Commitment to continuous improvement, innovation, and personal development.
- Alignment with KGA's vision and values.
- Ability to travel to various KGA academy locations.

Desirable Experience, Skills & Knowledge

- Experience working in the education sector, with knowledge of relevant terms and conditions.
- Previous experience in a Multi Academy Trust setting.
- Experience with payroll processes.

Our Offer to You:

Salary: The salary range for this role is £47,185 - £49,574 (L1-L3).

Working for KGA delivers all the benefits you would expect from a large employer including:

- Generous annual leave and other holiday entitlements along with flexible working
- Entry into the Local Government Pension Scheme
- Employee Assistance Programme
- Discount schemes

How to Apply:

To apply, please download the application pack and complete our application form, sending it to CentralHR@kingsacademies.uk. The application pack and further details of the role can be found on [KGA's vacancies page](#).

Application Deadline: 12:00 PM on Friday, 11th October 2024.

Selection Process:

- Shortlisted candidates will be invited to participate in the first round of selection activities on **Tuesday, 29th October 2024** at King's Academy College Park, Portsmouth.
- Successful candidates from the first round will be invited for interviews, which will be held online on **Thursday, 31st October 2024**.