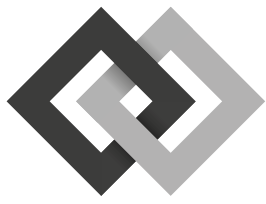


Enriching lives; transforming futures - starting with you.



FAIRFAX
MULTI-ACADEMY TRUST

HR ADVISOR
CANDIDATE
PACK



Welcome from the CEO

Dear Applicant

FMAT was established in 2014 by a group of dedicated individuals who were committed to “enriching the lives and transforming the futures” of our students. Since I joined the Trust in February 2020, there has been a strong emphasis on the growth and development of the Central Education and Business Teams to support efficiencies and improve outcomes through strategic collaborative work, all of which is of great benefit to our students, staff, and the wider community.

FMAT serves over 4000 students in the West Midlands, ranging from 4-18 years of age: with approximately 50% from a disadvantaged background, 18% on the SEND register and 15% EAL. Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education. This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.

- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

This role poses an exciting opportunity for the right candidate to fulfil their vocation, whilst making a real impact, raising standards and consequently “enriching the lives, and transforming the futures” of our young people. They deserve nothing less.

For any potential candidates that wish to have an informal discussion, please contact Michelle Dolphin, PA to the CEO, by email at m.dolphin@fmat.co.uk

Simon Jones | CEO
Fairfax Multi-Academy Trust



Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

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OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.



AMBITION

We aim to be the best that we can be, in all that we do.



Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management



I have enjoyed working collaboratively with FMAT colleagues in Trust Network Groups (TNGs) and I have benefited from a range of CPD opportunities that have prepared me for middle leadership. For example I am currently studying for an NPQLT through Ambition Institute.

Laura Walton, CL Art, Bournville School





Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

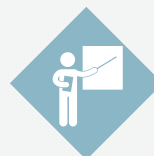
FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



LEADERSHIP

- » National College
- » The Key for Leaders



TEACHERS

- » ARK
- » Ambition
- » Apprenticeships
- » The Key
- » QTS Career Stage Professional Learning
- » Handsam



BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam



Job Description

Responsible to:

HR Business Partner

Salary:

£34,834 - £36,648

JOB PURPOSE

To provide a proactive, forward-thinking, trust-minded, competent and consistent HR service across the Trust and contribute to the overall success of the HR function. In the first instance, lead on the interpretation of HR policies and procedures, employment law and employee relations matters in compliance with statutory obligations and best practice across the Trust. To oversee, provide advice, make decisions independently within the remit of the role on employee relations matters and attend related meetings in a HR advisory capacity as necessary across the Trust. Some travel to Academies required.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the HR Director and the HR Business Partner than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS

- Deal with all HR queries across the Trust, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague(s) as necessary.
- Lead on the provision of advice and guidance on HR policies and procedures, employment legislation and employee relation matters in line with best practice and make decisions independently within the remit of the role.
- Oversee and proactively address employee relation matters across the Trust and attend employee relations meetings as necessary in a HR advisory capacity, e.g. probation, investigations, disciplinary hearings, absence and grievances meetings in conjunction with the appropriate senior manager and be part of hearing panels to support making decisions.
- Coach line managers in all relevant employee relation matters



Job Description

- Manage case load via HRIS, escalating complex employee matters to the HR Business Partner at an early stage.
- Prepare complex documentation for meetings, letters and reports as required supported by the HR Assistants.
- Lead Trust-wide on the absence management process and invoke the process in line with policy and procedure ensuring that necessary steps are taking efficiently with review to reducing absence levels
- Ensure that risk assessments are carried out by line managers and recorded on the HRIS in support of our employees.
- Be responsible for effective and efficient management of probationary periods across the Trust ensuring that probation review meetings take place, raise concerns with the relevant senior managers regarding the suitability of a new employee and attend probation review meetings in a HR advisory capacity up to and including dismissal.
- Ensure that the resignation process is completed informing relevant parties of required steps.
- In conjunction with the HR Business Partner, support organisational change
- Support the performance management and development processes including record keeping utilising data available to ensure proactive development and training is undertaken
- Proactively support FMAT in meeting its statutory employment and equality obligations.
- Attend relevant meetings at academy and Trust level.
- Provide the HR Business partner with relevant data for reporting purposes.
- Identify areas for process improvement and support in the implementation
- Create templates and guides to support Line Managers.
- Support the HR Business Partner as necessary.
- Support the development of the HR Assistants
- Support the wider HR administration upon Request including taking notes at meetings



GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents, raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.



Job Description

“

“I thoroughly enjoy working at Erdington Academy. It is a place of hard work, joy, community spirit and a shared passion for bettering lives.”

Ami Love, Head of Drama



Person Specification



The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for successful applicants.

EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

Educated to GCSE level A* - C or equivalent in English and maths

A relevant qualification in Human Resources Management at level 5, or working towards this and Chartered Member of the CIPD

A good understanding of employment legislation and the ability to advise on the practical application of it including statutory provisions

A proven track record of leading on employee relation matters and making decisions on these

An operational understanding of change management processes and TUPE transfers

HR generalist experience

Accomplished at planning and time management, confident with time management, well developed organisational skills

A working understanding of Equal Opportunities and Data Protection legislation

Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and Email

Experience of working in a unionised environment

Experience of delegating work with consideration the workload and time constraints of others

Experience of working within a busy operational HR function



Person Specification

Experience of working with legal specialists in the management of employee relations

Good knowledge and understanding of safeguarding requirements in a school setting

Experience of working in HR in the education sector or another public sector body

An understanding of terms and conditions of employment in schools

Proficient user of information systems

PERSONAL QUALITIES AND ATTITUDES

Strong organisational skills, ability to prioritise and meet strict deadlines

Good attention to detail and a systematic approach

Inquisitive nature and good problem-solving skills and judgement

Ability to understand and analyse employee relation matters and to provide solutions

Ability to always maintain confidentiality, deal with situations in a tactful manner and be a person of integrity

Demonstrate initiative and a proactive approach to manage and deal with a wide range of duties and matters

Self-motivated with the ability to work autonomously with minimum supervision and as part of a team

Good verbal, listening, literacy and written communication skills

Sound advocacy, influencing and negotiating skills

Ability to build relationships and interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism

Ability to follow set procedures

Be flexible and adaptable to change

A commitment to actively support change and committed to continuing professional development

Have an openness to learning and change

Be sympathetic to the needs of others

Excellent attendance and punctuality

Willing to undertake appropriate training and development with a positive attitude incl. safer recruitment training, compliance for schools training

A commitment to the ethos, vision and values of the Trust

Ability to travel to meetings if required

PROFESSIONAL DEVELOPMENT

Evidence of recent relevant further professional development.



Person Specification





How to apply

To apply please visit TES by clicking on the link below.

[Fairfax Multi-Academy Trust - TES jobs](#)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call **0121 788 4100**



ENRICHING LIVES; TRANSFORMING FUTURES.

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The staff at Smith's Wood are committed, caring and ambitious. We all want the best for the students and outcomes for the school that we are proud to work in.

*Emma Douglas, Maths Teacher,
Year 11 Achievement Leader*



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.

