



Academies Trust

## HR Manager

Liverpool (Wirral) / Stoke-on-Trent



### HR Manager

**Salary:** £36,000 – £39,000

**Contract:** Full time (37 hours)  
Permanent

**Start date:** September 2018

#### Benefits include:

- 30 days annual leave, plus bank holidays
- Local government pension scheme
- Co-op staff discount
- Childcare vouchers
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

**Closing date:** midday 05 July 2018

**Interviews:** 18 July 2018

**Applications: must be on our application form:** please email [Jennica.rama@coop.co.uk](mailto:Jennica.rama@coop.co.uk) for an application form and return your completed form via email or post to:  
Co-op Academies Trust | X99 Postal: 10704 | 8<sup>th</sup> Floor | 1 Angel Square | Manchester | M60 0AG

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. This is an exciting opportunity to join an expanding organisation still in the process of fully developing its HR function, and to play a key role in shaping its future in the region encompassing Liverpool (Wirral), East/West Cheshire, and North Staffordshire.

We are seeking an experienced HR Manager to support both secondary and primary academies in the region. The main focus of this role will initially be supporting the Trust's growth through due diligence, TUPE and "on boarding" work - as well as contributing to wider HR activities linked to our growth - and then, as new academies come on board, the role will transition to one focused on helping to drive school improvement through effective and professional HR advice and support.

CIPD qualified (or equivalent), you will have previous experience of advising on a wide range of employee issues including TUPE, ideally within a school or local authority setting. With great organisational skills and the ability to work on your own initiative, you are able to build strong working relationships with, and influence the work of others, and are flexible, self-motivated & resilient.

Whilst largely working flexibly "out in the field", the role will have a "home base" at one of our academies – most likely on the Wirral. The post-holder will also be expected to attend our head office in central Manchester regularly, and to provide occasional support to academies elsewhere in the Trust. If you would like to have an informal discussion about this role, please get in touch!

For more information about the Trust, please visit our website [coopacademies.co](http://coopacademies.co).

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

