

## Human Resources Manager

Required for October 2022

Grade POG (£39,571 – £42,614) to be pro rata to TTO 41 weeks  
37 hours per week Term Time plus 10 days

Biddick Academy is a good school (Ofsted, 2021) conveniently situated 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community and is consistently oversubscribed year-on-year. We are seeking to appoint a colleague who shares our passion for learning and our determination to change lives through the education we provide. Our curriculum is founded on the core values of resilience, curiosity, aspiration, and readiness.

We are seeking to appoint an experienced self-motivated Human Resources Manager to join our team. The successful candidate will have:

- A relevant degree or equivalent and be CIPD qualified (or a willingness to work towards)
- Substantial experience in a generalist HR role at this or a similar level
- Experience of coaching and supporting line managers across a full range of HR/OD activities
- Excellent and up to date knowledge of employment law with the ability to apply it practically to workplace situations
- Good influencing skills and the ability to foster and maintain successful working relationships with colleagues and stakeholders

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and excellent professional development opportunities.

We actively welcome visits and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please contact Mrs Karen Southwick [southwick.k@biddickacademy.com](mailto:southwick.k@biddickacademy.com) to arrange a visit or an informal discussion regarding the role.

To apply, please complete an application form and return to [recruitment@biddickacademy.com](mailto:recruitment@biddickacademy.com)

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
- › Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

**Closing date for application:** 12<sup>th</sup> September 2022 at 12:00