



HR MANAGER

CANDIDATE PACK TRUST CENTRAL TEAM

ABOUT US



Propeller Academy Trust was established in 2013. Kingfisher School and Fitzwaryn School are both Special Needs Schools based in South Oxfordshire, and joined together in 2013 to form The Propeller Academy Trust.

In forming the creation of the Trust, we have successfully embraced the role of being a Sponsored School to support schools to achieve a minimum of good rating with Ofsted. We are delighted to be recognised for this aspect of our offering and were proud to be the first Special Needs Trust in the county holding this status of Sponsor in Oxfordshire.

The Trust has been highly focused on growth, with Bishopswood School in Sonning Common, joining us in 2023, and Woodeaton Manor due to join us in 2025. We also have been selected by Bracknell Forest Council to open Hawthorn Academy; a brand new SEMH school in September 2025.

We have achieved over £1 million of development and investment across our sites, with the opening of new Sixth Form centres at Fitzwaryn and Kingfisher. This continues to build on our financial stability for our schools, however more importantly has provided an increased provision for young people in the local area or where specialist provision is needed out of area.

The Trust has been proactive in developing and streamlining central support services and providing systems for growth, whilst enabling smart working, strong succession planning and flexibility.

The schools within the Trust continue to provide high levels of progress and academic experiences for all students at all stages with many of our young people entering successful employment within the community.

Propeller Academy Trust is more than a collection of schools; it is a thriving community built on shared values, collaboration, and the belief that together, we can achieve remarkable outcomes. Explore our story, meet our team, and discover how we are transforming lives across our schools.



Registered Address

Propeller Academy Trust
Fitzwaryn School
Denchworth Road
Wantage
Oxfordshire
OX12 9ET

www.PropellerTrust.org



JOIN US

Join our team at Propeller Academy Trust, where we are passionate about creating exceptional opportunities for students with special educational needs to thrive and achieve their full potential. By becoming part of our dedicated and inclusive team, you'll play a vital role in shaping lives, empowering futures, and making a real difference every day.



At Propeller, we recognise the importance of supporting our staff as much as our students. That's why we offer full-time employees a wellbeing day off each term—a rare benefit in education. Whether you choose to spend it celebrating a special family occasion, enjoying a birthday break, or even saving on travel costs by starting a holiday a day early, it's our way of helping you maintain balance and enjoy life outside of work.

We also offer a generous recruitment bonus for staff who successfully refer applicants who are recruited, alongside comprehensive life cover. Our staff benefit from access to GP advice and self-referral services through an online health platform, ensuring support is always at your fingertips. There are also a whole host of discounts and offers we will ensure you're aware of, once you are working in education.

Professional growth is at the heart of what we do. We provide full inductions and ongoing development opportunities to help you excel in your role. For those looking to broaden their horizons, secondment opportunities across our trust sites support both personal and professional development.

Propeller Academy Trust is proud to foster a diverse and inclusive workplace where everyone feels valued. As a member of Youth Employment UK, we actively engage with young people, providing an excellent environment to begin and grow a fulfilling career in education.

Whether you're an experienced professional or just starting your journey, we offer a supportive, collaborative environment where your skills and ambitions can soar. You can be part of our mission of excellence, inclusion, and innovation.



JOB DESCRIPTION

HR Manager

Responsible to: Director of Operations & HR
Pay scale: Circa £45-£55k dependent on experience
Hours/days of work: Full/Part time hours will be considered
Start Date: Immediate start
Location: Hybrid (Home/Trust Central Office, Wantage, OX12 9ET)

Job Overview

We are looking for an experienced HR Manager or someone looking to consolidate their experience, who has drive, vision, and relentless pursuit of excellence. You will possess excellent interpersonal skills, and the ability to communicate effectively with people across all levels to deliver a professional and timely service in relation to HR issues whilst supporting the vision and ethos of the Trust.

Main Purpose

The HR Manager will provide comprehensive support and guidance to headteachers across the trust. Your guidance will lead on operational casework, whilst ensuring adherence to policy and consistent support for all employees.

Key Responsibilities

- Ensuring HR policies and systems are in place to enhance the employee life cycle
- Supporting staff wellbeing strategies and attendance
- Supporting all aspects of employee relations, including investigations, appraisals, and coaching and guidance for leaders
- Develop inclusion and diversity across the Trust, set up and establish employee resource groups and collaboration forums
- Leading on recruitment and selection and the employee offer including staff benefits and CPD
- Supporting contracts and pay
- Developing CIPD
- Developing data analytics
- Working collaboratively with trade recognition agreements and staff forums



JOB DESCRIPTION

CONTINUED

Casework

- Work with the Senior Leaders through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability, probation, welfare and exit interviews in accordance with the consistent application of Trust policies and procedures and compliance with employment law and best practice.
- To liaise with the professional advisors for HR services regarding employment issues and queries.
- To provide first line support for staff who wish to discuss welfare matters, that may require support from our occupational health and wellbeing providers or where staff need support for pension applications, paternity, and maternity leave.
- Support leaders with compliance to legislation for restructures, redundancies, and TUPE consultations

Policy and Administration

- To promote, monitor and implement the equality policies of all schools in all aspects of employment and service delivery.
- To contribute to the writing and development of job descriptions, person specifications and adverts and maintain an up-to-date data bank of individual job descriptions and refer for evaluation where necessary.
- To facilitate, contribute to and develop a Trust wide staff induction.
- To develop a staff benefits package.
- Manage and maintain a suite of document templates e.g., employment contracts, variation to contract letters, invitation to meeting letters, resignation letters etc. Ensure these are accessible to the team and ensure they are kept up to date and in line with contractual and statutory requirements.
- Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed.
- Produce employment contracts and variation to contracts in line with authorised management requests.
- Provide management information reports relating to HR, for example absence data, staff lists, payroll costs etc. Work on requests for information, ensuring timely and accurate responses are provided.
- Support the recruitment process as necessary.
- Support the co-ordination of CPD events across the Trust.
- Develop and manage a consistent appraisal process.
- Ensure records management, data protection and H&S policies are adhered to.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

"The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information."

The Propeller Academy Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our school's community"



PERSON SPECIFICATION

1.0	Qualifications	Essential	Desirable
1.1	CIPD Qualification or equivalent, level 5 as a minimum	✓	
1.2	Certificate in Safer Recruitment in Education		✓
2.0	Experience, knowledge and understanding	Essential	Desirable
2.1	Minimum of 3 years practical experience, at an operational level, working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues.	✓	
2.2	Up to date working knowledge of employment law including nationally agreed T&Cs for the education sector		✓
2.3	Knowledge of Safer Recruitment processes and legislation		✓
2.4	Excellent IT skills specifically MS365 Office; particularly MSWord and MSeExcel		✓
2.5	Experience of operating HR databases	✓	
2.6	Able to streamline and improve operational processes	✓	
2.7	Ability to develop innovative ideas and solutions	✓	
2.8	Prior experience of TUPE transfers		✓
2.9	Ability to maintain confidentiality when required and to remain impartial	✓	
2.10	Ability to prioritise own time and work under pressure to meet deadlines	✓	
3.0	Skills in Leadership and management	Essential	Desirable
3.1	Demonstrate excellent communication skills both orally and in writing	✓	
3.2	Ability to build effective professional relationships	✓	
3.3	Ability to use appropriate influencing skills to gain employees confidence	✓	
3.4	Proven ability to manage change, and conflict, empower others and construct solutions	✓	
3.5	The ability to deal with possible contentious and complex relationships with some authority, tact, persuasion, and sensitivity	✓	
4.0	Personal qualities	Essential	Desirable
4.1	Energy, determination, and perseverance	✓	
4.2	Calm and organised approach to work under pressure and ability to inspire confidence in others. Ability to work under pressure and to recognise and manage stress	✓	
4.3	Self-motivated with a 'can do' attitude and determination to 'get under the skin of problems'	✓	
4.4	Ability to work independently and use own initiative	✓	
4.5	Reliability and integrity	✓	
4.6	High levels of resilience and determination	✓	

HOW TO APPLY

All Trust vacancies
and online application
[can be found here](#)



If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Tracey Stratton, Director of Operations and HR:

Tracey Stratton
recruitment@propellertrust.org
01235 764504

Interviews:

When you are ready to apply, **visit this website**, where you will find all the details for *all* current vacancies including this one, and follow the online application process.

A shortlist will be drawn up based only on the application form and supporting statement. You must explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

When providing details of referees, applicants must provide two references. One reference should be from your current employer or, if unemployed, your last employer. The school will contact referees for verification before the interview. Due to the short time between shortlisting and the interview, please ensure your referees can provide a reference in time.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to necessary pre-employment checks, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Shortlisted candidates will be subject to online searches for publicly available information.

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