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| Post Name | Head of People – Operations |
| Reporting To | Chief People Officer |
| Location | Hybrid working/flexible |
| Salary Scale Point | NJC point 30 to NJC point 34 (full time equivalent) £40,777- £45,091 To be appointed on a 5-point band within this range depending on experience |
| Weekly Hours | 52 weeks 1 FTE / 37 hrs a week |
| Contract Type | Permanent |

Main Duties

Core Purpose:

The Head of People Operations & Services will lead the operational delivery of HR services across the Trust, ensuring efficiency, compliance, and strategic alignment with the Trust's objectives. This role focuses on HR systems, processes, workforce planning, payroll, and compliance, ensuring that the Trust's people infrastructure supports high-quality education delivery.

Key Responsibilities:

- **HR Operations & Systems:**

Oversee the implementation and management of HR systems, SCR compliance ensuring seamless employee lifecycle processes from recruitment to exit.

- **Workforce Planning & Data Analytics:**

Lead workforce planning initiatives, to include management of recruitment processes from start to end to ensure optimal staffing levels and data-driven decision-making across multiple academies.

- **Payroll & Benefits Administration:**

Ensure accurate payroll processing, pension administration, and benefits management in compliance with statutory requirements.

- **Management of MIS Systems/SCRs:**

To ensure operational data is recorded and timely, accurate and concise.

- **HR Compliance & Policy Operational Implementation:**

Maintain compliance with DfE regulations, employment law, and MAT-specific policies, ensuring audit readiness.

- **Process Improvement & Efficiency:**

Drive continuous improvement in HR Operations, streamlining workflows and enhancing service delivery.

- **HR Service Delivery & Support:**

Oversee HR transactional services, contract processing and ensuring timely and effective support for academy leaders and staff.

- **Technology & Digital Transformation:**

Work with other senior leaders to lead the adoption of digital HR solutions to enhance operational efficiency and employee experience.

Supervision and Management

Line management of People Operations Team

Working Environment

Hybrid/Flexible

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

| | Essential | Desirable | How Identified |
|---|-------------------------------------|-------------------------------------|--|
| Education & Qualifications | | | Formal possession of an appropriate qualification to be verified at Interview or from records |
| CIPD Level 5 qualification or equivalent professional accreditation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| MCIPD qualification or equivalent professional accreditation preferred. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Right to work in the UK. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Relevant Experience | | | Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion. |
| Extensive experience in HR operations, workforce planning, or people services within the education sector or MAT environment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Strong knowledge of DfE regulations, payroll systems, and HR compliance frameworks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Proven ability to manage HR systems, data analytics, and process optimization across multiple sites. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Experience in leading digital transformation within HR operations | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Skills & Abilities | | | |
| Analytical and data-driven decision-making. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Strong leadership in HR service delivery and operational efficiency | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Excellent communication and stakeholder management skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Commitment to compliance, accuracy, and continuous improvement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Commitment to equality of opportunity and the safeguarding and welfare of all pupils | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| General & Specific or Legal knowledge | | | |
| Ability and/or willingness to travel as required. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

