

**Join Our Team: HR Manager**

**Location:** Central offices and various trust school sites as required.

**Salary:** SCP 32-35 (£42,839-£46,142) dependent upon experience

**Contract Type:** Full-time, Permanent

**Closing Date:** 30<sup>th</sup> September 2025

**Start Date:** As soon as possible

**Overview:**

Shires Multi Academy Trust is seeking a dynamic and empathetic **HR Manager** to lead and shape our people strategy across our family of academies. This is a pivotal role that blends strategic HR leadership with hands-on support, ensuring our staff feel valued, empowered, and supported every step of the way.

This is an exciting new senior role for the Shires MAT. Working alongside the Chief Operations Officer, Chief Executive Officer and our Headteachers, you will provide strategic and operational leadership for the Trust on all matters related to HR, wellbeing and recruitment. You will join the Executive Leadership Team of the central services function, contributing directly to the success of our students, our staff and the Trust as a whole

There has never been a more exciting time to join Shires MAT, our Trust has an excellent team of talented staff. We are an ambitious Trust with a growth plan that will see significant expansion in the coming years and we are now looking to the future and the next stage of our development. We are looking for an inspirational leader to come on this journey with us and has the drive and determination to take us to the next level.

**About the Role**

Reporting directly to the COO, you'll be the go-to expert for HR matters across the Trust. From employee relations and policy implementation to wellbeing initiatives and training delivery, you'll be instrumental in fostering a positive and inclusive working environment.

**Key Responsibilities**

- Build strong relationships with academy leaders and staff, offering pragmatic HR guidance
- Lead on employee relations casework, including disciplinary, grievance, and absence management
- Oversee recruitment processes and onboarding, ensuring compliance and consistency
- Champion wellbeing across the Trust, leading initiatives and action groups
- Deliver and track training, maintaining a Trust-wide training matrix
- Ensure HR policies are implemented effectively and in line with legislation
- Manage HR data, reporting, and KPIs to inform strategic decisions
- Line manage HR administrators and coordinate payroll-related tasks

**About You**

You're a confident communicator, a natural relationship-builder, and a trusted advisor. You bring:

- Proven experience in managing complex HR casework
- Strong knowledge of employment law and HR best practice
- Excellent organisational and data analysis skills
- A proactive, empathetic, and collaborative approach
- Relevant qualifications in line with the person specification

### **Why Join Us?**

At Shires MAT, we believe in nurturing talent and creating a workplace where everyone thrives. You'll be part of a forward-thinking Trust that values innovation, wellbeing, and professional growth.

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### **Application Process:**

If you would like to apply for this position, please read the full recruitment pack along with job description and person spec attached.

To apply, please send your completed application form, along with a two-page covering letter clearly demonstrating how you meet the requirements set out in the Person Specification, to Kirsty Anthony (COO) at [kanthony@shiresmat.org.uk](mailto:kanthony@shiresmat.org.uk). Early applications are welcome.

- **Closing Date for Applications:** 30<sup>th</sup> September 2025 at 12pm
- **Interviews:** 8th / 9<sup>th</sup> October

For further information and to download the application form, please visit our website: [Vacancies | Shires MAT](#).

If you would like further information, please email Kirsty Anthony who will be happy to organise a telephone call to discuss the role and the immediate priorities.