



**MOSSBOURNE
FEDERATION**



HEAD OF HR
Recruitment Pack



MOSSBOURNE
FEDERATION



Our Mission

The Mossbourne Federation's mission is to establish exceptional schools.

Our Vision

Mossbourne schools:
lead, transform and excel.

Our vision and mission is underpinned by **three core values**, upheld by all pupils, parents, staff and governors.

Excellence: doing everything as well as we can, always

No Excuses: believing that anything is possible; we never give up

Unity: working together towards our goals, with integrity.



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A Message From The CEO of Mossbourne Federation

Dear Candidate,

On behalf of the Trustees at the Mossbourne Federation, I would like to thank you for your interest in the role of Head of Human Resources.

The Federation was established in 2004 under the guidance of the original sponsor, Sir Clive Bourne, who believed passionately in the abilities of young people from Hackney and wanted to set up a successful academy to allow them to realise their potential.

The Mossbourne Federation now consists of four Hackney academies, two primary and two secondary. Thanks to the talents and commitment of staff and students, this original aspiration has, year on year, been realised. The challenge now is to sustain this academic success, provide a broad education for all and address any areas of weakness.

We are seeking an experienced HR professional who is able to operate at a strategic and operational level and deliver a HR service that is aligned to and responsive to the needs of the Federation. We are looking for someone who shares the same commitment and values started by Sir Clive Bourne, and who will have an unremitting focus on high quality HR processes and procedures required to support the growth of the Federation.

The Head of HR will be responsible for ensuring that the Federation's HR operates in accordance to the principles set out by the Education and Skills Funding Agency.

In return, you will have the opportunity to have an influence on the continued success of a growing Federation, which has had an enormous impact on the future of children in Hackney by providing them with an outstanding education.

We welcome applicants from a range of sectors with demonstrable experience of delivering high-quality HR services.

If you would like to contribute your expertise, energy and innovation to this important post for Mossbourne, I look forward to hearing from you.

Good luck with your application.

Best of wishes



Peter Hughes
Chief Executive Officer



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The Area

The Federation is based in one of the capital's fastest-growing and most exciting areas. Hackney attracts people from all over the world with its creativity and vibrant urban life. It's where high-end luxury fashion meets the edgy innovation of BOX PARK, and Michelin-starred restaurants sit alongside street-food tents where you'll find the culinary stars of tomorrow.

It's this kaleidoscopic mix of innovative business, alternative entertainment and wide variety of restaurants that makes Hackney so appealing. As a member of staff, you will receive local benefits and discounts to make the most out of working in our lively borough.



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Job Title: **Head of HR**

Salary: **£45,000 - £60,000**

Hours: **37.5 hours per week**

Contract term: **Permanent**

Line Manager: **Chief Operating Officer**

Direct reports: **2 HRBP's, Recruitment BP and HR Systems Administrator**

Location: **4 sites across East London**

Key relationships: **Managers, Principals, Chief Executive Officer**

The Head of HR Role

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed.

The teaching teams are deeply committed to innovative and enlightened approaches to teaching and learning aimed at ensuring the success of its students.

Mossbourne has grown rapidly in the last few years from a single academy to a chain of four high performing academies. It has become more important than ever to ensure that all our teams are aligned to support the new needs of the Federation. As Head of HR you will play a key role in leading this transformation.

Purpose of the Role

We are looking for a highly experienced professional who is able to operate at a strategic and operational level with a successful track record of leading a high performing HR team.

The ability to influence, negotiate, challenge positively and effectively, while building excellent relationships at all levels and bringing colleagues with them through the process of change, is key.



Duties and Responsibilities

- Drive, deliver and implement a HR strategy that improves organisational effectiveness through organisational development, performance management, staff engagement, talent acquisition and development
- Introduce and embed efficient and effective systems and processes which are aligned to organisational objectives
- Deliver HR processes, policies and systems that enable the business to deliver and add value
- Deliver and ensure we recruit and retain the very best talent, continually building and developing the capabilities of our staff
- Lead on job evaluation and remuneration to ensure consistency and fairness across the Federation
- Ability to deal with complex ER issues including TUPE, confidently and independently
- Establish a data and evidence-driven approach in HR, providing robust analysis and challenge as the basis for organisational decision making
- Ensure delivery of HR business intelligence in the form of data, insight and analysis services to teams across the Federation including Governors' reports
- Manage the HR budget effectively, optimising all business costs
- Promote Mossbourne's vision, mission and core values
- Play an active role in terms of safeguarding all students and adults
- Lead and support organisational change
- Be a visible and compelling ambassador and advocate, ensuring that HR related objectives and targets are clearly communicated across the Federation and these are translated into personal and team objectives
- Provide inspiring leadership within the Federation, encouraging, role-modelling and embedding a high-performance culture, processes and practice
- Develop robust relationships with the Principals and senior staff and contribute to discussions and decision-making processes that relate to the Federation's strategic plans and their realisation.



Head of HR Specification

	Essential	Desirable
Experience in organisational change involving culture, people, systems and processes.	●	
Proven experience in successfully leading a service and developing consistently high performing individuals / teams.	●	
Strong communication skills including successful experience in report writing and excellent attention to detail.	●	
Excellent ICT skills including good financial management skills with the ability to use financial templates and excel spreadsheets.	●	
Excellent interpersonal and relationship building skills, with the ability to empathise, influence and negotiate with a diverse range of stakeholders and to a high level. Ability to engage others in driving plans forward with energy and credibility.	●	
Highly capable analysis and reporting skills, able to set appropriate KPIs and establish the mechanisms for monitoring and reporting.	●	
Experience of managing and prioritising work with demanding and changing priorities.	●	
Experience in successfully managing HR projects on time and within budget to benefit the organisation.	●	
Comes up with imaginative solutions to Federation challenges and has the capacity to identify alternatives to traditional methods and approaches.	●	
Ensures the successful achievement of results through the effective planning and management of resources, which are in line with the Federation's strategic direction.	●	
Works collaboratively and shares information within and across the Federation.	●	
Builds and maintains good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.	●	
Excellent analytical and numeracy skills.	●	
Proficient in the use of Windows-based software packages, including Word, Excel, email and internet.	●	
Flexibility to travel between sites when required.	●	
Experience of OFSTED inspection preparation.	●	
Project management skills.		●
CIPD qualified.		●



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Application Process

Application deadline

Completed applications to be received and submitted through our website:

www.mossbourne.org/vacancies

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

Discussion and visits

Confidential and informal discussions with the COO are welcomed. Please arrange a suitable time with Juliet Stewart on jstewart@mca.mossbourne.org

Selection procedure

Shortlisted candidates will be invited in to complete proficiency assessments, and to interview with a panel. Shortlisted candidates will be given more details.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.