



Human Resources Manager

Grade 10

37 hours per week
42 weeks per annum

Closing Date Tuesday 23 September at 9.00am



Dear Candidate

I am delighted that you have requested further information regarding the position of **Human Resources Manager** at Unity College. This is a permanent, non-teaching role.

I have been the Headteacher at Unity College since September 2022. Unity College has a very positive, friendly atmosphere. Staff care passionately about the well-being of our children and students are vibrant, enthusiastic and affable. Although Unity College is a large school, we strive to maintain a 'family feel' and a powerful sense of community in which every member of our community feels that they belong, are valued, and contributes positively to college life.



Unity College is one of the largest 11-16 schools in Lancashire, with 1500 students and over 200 staff. The HR Manager plays a key role in ensuring the smooth running of HR processes and in providing advice to senior leaders, managers and staff.

This is an excellent opportunity for an HR professional looking to develop their career, while maintaining a healthy balance between career and personal life with a 42-week working year.

The post holder will ensure the smooth-running of HR processes and provide support and advice to senior leaders, managers and staff. This is an exciting opportunity for a HR professional looking to develop their career working in a professional and supportive environment.

Working at Unity College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a college we are firmly committed to continuous professional development for all, and we invest heavily in developing our staff at all levels.

You are very welcome to visit Unity College to help you decide if this is the school and the role for you; I'd be delighted to meet you. Please contact the college's HR Manager for an appointment.

I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, appearing to read 'J. Richardson'.

Jane Richardson

Headteacher

The College

Unity College is a co-educational, 11-16 college. With 1500 students on roll, we are one of the largest secondary schools in Lancashire. The College's intake is diverse.

Unity College lies within the beautiful grounds of Towneley Park with breath taking views of the local countryside. The College was part of the Building Schools for the Future project. Our main building opened in September 2010. Due to the huge demand for places at Unity College there has been a large expansion programme which has included a new build of 19 classrooms and some internal structural changes. The new building opened in April 2022.

The College's roll has grown significantly in recent years. In January 2021, there were 1244 students on roll; in January 2022 there were 1299 students; in January 2023 there were 1380 students and in January 2024 there were 1432 students on roll. The College roll has continued to grow and there are now 1500 students on roll. This is a very exciting, but challenging, time for the College as we work hard to ensure that such rapid expansion does not detract from our core business of offering the very best possible education for every student at the same time as knowing our children and families really well.

Burnley is an area with significant levels of social deprivation. In 2023/2024, 66.3% of Unity College students came from areas with E/E* overall multiple deprivation indices; 68.5% of student came from IDACI Bands A-F. The school location deprivation indicator is 'above average' and the pupil deprivation base is 'well above average' (IDSR). The percentage of students in receipt of Free School Meals is 'above average' (IDSR). The challenges of this context are manifest in the College and this is one of the reasons that we place such emphasis on excellent teaching and high levels of pastoral care to remove barriers to achievement for all students.

The percentage of SEND support students is 'well above average' (IDSR). The percentage of students with an EHC Plan is 'close to average' (IDSR), having historically being been 'below average'. The number and percentage of students identified as having Social, Emotional and Mental Health needs is above that of other Lancashire secondary schools and is increasing rapidly.

The percentage of students classified as White British (82.6%) is 'well above national average' (61.4%). The percentage of students classified as Asian or Asian British – Pakistani (6%) is 'slightly above national average' (4.5%). The increase in the College roll to accommodate 'new to country' families has resulted in a significant increase in the numbers of students who speak English as an additional language. Whilst the percentage of EAL students (8.0%) is now close to average (IDSR) it has, historically been below average.

The percentage of children who are looked after (CLA) at Unity College (1.0%) is above the local authority average (0.8%). The percentage of children who are looked after (CLA) with SEN Support (66.7%) is above the local authority average (29.6%).

At Unity College, we are united by a desire for our students to be happy. Academic progress is obviously vital, but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident, considerate, happy young adults. Underpinning all of this are excellent standards of pastoral support and care that enable children to feel safe and valued. At Unity College, we are proud of the extensive and expert support systems that we have in place for our students. These comprise a wide range of people

and processes (both within college and involving outside agencies). We currently have 11 DSLs trained and operational at Unity College.

We believe that our children need to be challenged to think hard, work hard and behave well but we always seek to challenge with compassion: every student will be given the opportunity to achieve academic success in an inclusive, supportive, creative environment. We are committed to ensuring that every student at Unity College experiences a sense of belonging at the same time as creating a culture and ethos that is utterly committed to achievement.

Why work at Unity College?

Every Headteacher will say good things about their own school and so we asked our staff to contribute to this brochure to give you an honest view 'from the chalkface'. Furthermore, interviews always provide opportunities for candidates to talk frankly with a range of staff.

"I feel so proud and privileged to have worked with so many amazing children over the years. There is nothing more satisfying than seeing children who deserve to achieve great results do so. The fact that we, at Unity College in Burnley, can help students achieve high grades of 8s and 9s shows the true value and quality of our teaching and curriculum. It gives me joy to know our students from Burnley can not only rival the grades achieved by children at grammar schools/private schools but beat them too. (It also makes me feel quietly smug!) We have, and continue to have, a positive impact on the life chances of young people across our community in Burnley."

"I genuinely enjoy coming to work and love what I do. I enjoy teaching and being part of such an amazing team who are more than just work colleagues but are genuine friends. I have worked in a few schools but none of them have ever felt like home in the way that this school does. Here are just a few reasons why I love teaching at Unity College.

1. Many students here at Unity College come from challenging backgrounds, but I feel that I make a difference in their lives by working here. I love working with the dedicated team of staff in our department.
 2. This school has a sense of community where students, staff and our parents and carers work together to look after each other.
 3. We have access to incredible facilities that allow us to offer our students a broad curriculum that is not only engaging but also provides fun experiences that no other local school can genuinely match. As a result, we can offer students of all abilities access to opportunities to lead an active, healthy lifestyle.
 4. I feel proud to be a member of the Unity College family because we have an excellent reputation for the quality of our teaching and excellent behaviour of our students."
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"I believe that Unity College has a genuine desire to do the best for all the students. The staff within the department are a good team who work together and the staff have an excellent spirit. When I first came to the school, the staff and pupils were warm and welcoming and accepting of new staff and pupils. I feel as I can discuss any issues with any other member of staff (SLT or class teacher) and will not be judged or questioned but supported to find a solution that is best for everyone."

"I have worked at Unity for six years now and commute here every day from Yorkshire. One of the many reasons I am still here is the excellent working relationships I have with other members of the mathematics department. There is a very friendly feel to the department, and everyone just "gets on" with each other. I have worked in several other schools where there was not the same cordial atmosphere in the staffroom. As for the students I have found that they take a little bit of getting used to but once you have gained their respect, they are a great bunch of young people to work with. The diverse range of student backgrounds makes it a very rewarding job where you can feel that you are really making a difference to the lives of the students in your care."

"Unity College is a modern, successful, and well-respected school with great facilities based in beautiful surroundings – but none of that to me is truly important. The reason I work at Unity College is because I love the great team dynamic in the supportive, professional department that I'm part of; it was also immediately obvious when I interviewed here that the whole of the college really cares about the future of our children. The fact that the school is within easy reach of a variety of vibrant places to live doesn't hurt matters either!"

"There are so many reasons why I love working at Unity College. Here are just a few:

1. There is a whole school approach to behaviour management: staff are supported by Heads of Department and SLT to maintain a positive learning environment.
2. Teachers are respected as professionals.
3. Although some students face real challenges outside of school, when they see that you as a teacher are staying here and not giving up on them, they behave well and work hard. I find this one of the most rewarding things about working here.
4. We have such a range of students from different backgrounds.

There is never, ever a dull day!"

"You really should choose to work at Unity College because it is a school where staff are valued and made to feel welcome, truly act as part of a team, and are encouraged to develop themselves as practitioners. As the College expands and grows, it is an exciting time to join to help shape the future of more young people in Burnley and make a difference to their lives every day."

"I have travelled 6121 miles from my home town and have taught for half my life at Unity College. I absolutely love being part of the 'Unity' family. It is one of the most rewarding experiences playing a part in educating young people in Burnley, watching them grow in confidence, develop a love for Mathematics and achieve success."

Why work in Burnley?

A big warm Northern welcome to Burnley. After all, we weren't voted the friendliest town in Britain without good reason! From world-renowned, cutting-edge brands to affordable living and housing and spectacular countryside to explore, we truly believe we have it all in Burnley.

Burnley is conveniently located on the uncongested M65, providing easy access to the M62, M66, M6 and beyond. There are three international airports within an hour's drive, as well as Manchester, Leeds, Preston, Blackpool, The Lake District and Liverpool being a short drive away.



Burnley offers affordable housing: the mean house price in Burnley is £106,199, which is 36% of the national average. Not only does your money go further when you live in Burnley, but there is a wide-range of properties at your fingertips. From quality modern newbuilds and contemporary apartments to quaint cottages and impressive Victorian terraces, there's something for everyone's budget and taste. 80% of Burnley rural, making it the ideal place to wind down and explore.



Job Description

Dates	Apply by Tuesday 23 September 2025 - to start Nov 2025
Accountable to	Headteacher
Salary	Grade 10 (SCP 35-40) (FTE £46,142 - £51,357) Pro rata salary - £43,121 - £47,995
Contract Type	Permanent
Working Pattern	37 hours per week; 42 weeks per year

As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term-time.

If the duties of this post require work in excess of 42 weeks, due to exceptional circumstances, then you would be entitled to additional payments in line with your normal rate of pay.

Introduction

This job description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder.

Overall Purpose and Accountability

- To lead and manage a comprehensive HR function for Unity College
- To support the implementation of relevant policies and procedures with the College to ensure an effective and comprehensive HR function which models best practice and is compliant with legislation, whilst meeting the business needs of the College
- To provide advice, guidance and coaching to senior staff and stakeholders within the College on HR and line management matters

Post-Specific Responsibilities

Strategy and Compliance

- Provide advice to college leaders on all aspects of HR policy, procedure, developments and legislation, ensuring the College adheres to best practice and operates within the law
- Coordinate appropriate external legal or professional advice where required
- Lead on implementing organisational change, such as restructuring, redundancy and TUPE
- Ensure that the College is fully compliant in statutory employment and equality obligations
- Ensure that Safer Recruitment practices are followed in all recruitment processes
- Maintain the College's Single Central Record, working with the Safeguarding Governor and Designated Safeguarding Lead, ensuring compliance with statutory and local requirements
- Plan, develop and implement structure and procedures to improve the College's HR function and its efficiency
- Monitor, review and update the College's HR policies and procedures
- Manage the College's use of external HR providers and services, ensuring the quality of the provision is high and the College receives value for money
- Manage the College's HR information system, generating reports, as directed, and considering future developments
- Manage and update college HR documents, including HR forms and the staff handbook
- Keep accurate records in accordance with the College's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Respond to relevant enquiries under Data Protection and Freedom of Information legislation

Staff Recruitment, Selection and Induction

- In conjunction with the Headteacher, develop specific strategies to ensure candidates are attracted to working at Unity College
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with the Headteacher and senior leaders where appropriate
- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Prepare shortlisting packs and material for interviews, including collating interview questions and developing tasks
- Agree offers of employment with leaders and ensure the salary offered is in line with the appropriate grade and scale, is fair and equitable with others at that level, and to ensure that employment contracts and terms and conditions are prepared accordingly
- Ensure that all pre-employment checks, including references and DBS, are undertaken and compliant
- Ensure that offer letters, statements of particulars, contracts, changes to terms and conditions and other written communications are to a high-standard, on time and in accordance with college templates
- Enter relevant pre-employment information on the Single Central Record

- Plan and lead all new staff induction days, liaising with relevant staff, and arranging agendas and resources, as required
- Manage onboarding processes, including network and email accounts and issue of college property
- Gather new staff induction feedback on a regular basis, reporting findings and recommendations, to improve new starter experiences
- Co-ordinate the College's Probationary Process for new support staff, ensuring that line managers are aware of procedures, carry out review meetings effectively, return completed paperwork on time and inform leaders of relevant concerns
- Regularly review college recruitment, selection and induction processes and make suggestions for improvements, where relevant, to ensure that processes are fit for purpose and effective

Staff Leavers and Exit Procedures

- Ensure exit interviews are carried out with every leaver, providing appropriate paperwork to the line manager
- Manage exit processes, including network and email accounts and the return of college property
- Track staff turnover and retention, reporting to college leaders and others as required

Staff Wellbeing

- Liaise with the Headteacher on the development, implementation and evaluation of an Employee Wellbeing Strategy
- Ensure that all staff are aware of the benefits of, and know how to access, the College's Employee Assistance Programme

Employee Relations

- Manage employee relations casework – including disputes, resolutions, disciplinaries, grievances, absence, retirement, redundancies and restructure - in a calm, sensitive, confidential and professional manner and in liaison with the Headteacher and Director of Resources
- Liaise with the Headteacher, Director of Resources and external legal or professional advisors on complex casework
- Conduct disciplinary investigations and prepare reports, recommending outcomes for consideration by the Headteacher
- Provide advice and support to Governors, as required
- Provide advice and support to staff on any aspect of human resources and resolve problems and queries, including liaison with payroll and pensions as required

Pay Reviews, Pay Changes and Payroll

- Work with the Headteacher on the processing of main pay range and upper pay range pay progression
- Work with the Director of Resources on the processing of annual increments for support staff
- Ensure that any teacher or support staff contractual change is accurately recorded and that all changes are made to the outsourced portal system in a timely manner to prevent any over/underpayment being made
- Ensure all changes in pay and related aspects of employment are fully recorded and followed up in writing to the relevant member of staff
- Process approved ad hoc overtime, and/or casual and/or travel claims

- Complete required monthly and reconciliation checks with the Director of Resources for payroll and manage HR payroll queries

Staff Absence Management

- Track staff absences and ensure that return to work interviews are held by line managers after every sickness absence
- Ensure that the College's absence management policies and procedures are followed and that meetings are held in accordance with the policies to manage short-term persistent absence and long-term absence, keeping leaders up-to-date with attendance issues
- Complete Occupational Health referrals in a timely manner and organise workplace assessments and specialist appointments, as required
- Ensure that regular contact is made with all absent employees
- Monitor sick pay and ensure that staff are informed of any change to pay
- Complete ill-health and retirement pensions paperwork

Leave of Absence and Holidays

- Ensure that Leave of Absence requests are reviewed by leaders, that staff are formally notified of the outcome of requests and that personnel and payroll are updated
- Issue maternity guidelines and paperwork and ensure that risk assessments are carried out once the College is aware that a member of staff is pregnant
- Ensure that contact is maintained during extended periods of leave of absence and manage Keeping in Touch days
- Ensure that paternity, adoption, and shared parental leave requests are managed in line with college policies
- Ensure that Flexible Working requests are managed in line with college policy
- Manage and record holiday entitlements for support staff in liaison with their line managers
- In liaison with college leaders, ensure that 38+ weeks support staff are aware of their work plan

Reporting

- Provide the Headteacher and senior leaders with reports as required and per an agreed schedule, for example in relation to staff absence, starters, leavers etc.
- Produce a termly report for Governors
- Be responsible for completing the workforce census in accordance with statutory guidelines and in conjunction with the Data Manager

General Responsibilities

- To support teaching staff in the provision of a high-quality education to our students
- To support other support staff by covering their duties if they are absent from work
- To support the process of college development planning
- To take part in the college's appraisal scheme
- To comply with all college policies
- To undertake appropriate training as and when required
- To self-manage time to ensure all tasks are completed as directed by the line manager
- To meet as required with the Line Manager to review work and determine priorities
- To support the maintenance of good administrative practices in the College
- To respond positively, at all times, to the needs of students, parents, colleagues and governors
- To carry out any other duties as designated by the Headteacher or their representatives within capability as determined by the Disability Discrimination Act
- To help create a strong college community, characterised by consistent, orderly, caring and respectful relationships
- To help develop a college culture and ethos that is utterly committed to achievement
- To help to create and sustain a positive learning culture
- To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct

Health and Safety

- To adhere to college health and safety policies/procedures and current statutory health and safety requirements
- To attend training as and when required for the purposes of safeguarding children and corporate safety
- To ensure Unity College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS)

**This post is subject to satisfactory enhanced level verification by the
Disclosure and Barring Service**

Person Specification

		Essential	Desirable
Qualification	CIPD Level 5 (or equivalent)	✓	
	CIPD Level 7 (or equivalent)		✓
Experience	Proven track record of being a HR Officer or Manager	✓	
	Proven track record of managing a range of employee relations issues and case work	✓	
	Previous experience of supporting recruitment processes	✓	
	Previous experience of managing an outsourced payroll process	✓	
Knowledge and Skills	Up-to-date knowledge of employment law and best practice HR policy and practice	✓	
	The ability to build effective relationships across organisations, using influencing skills to secure change	✓	
	An understanding of the current educational landscape		✓
	Sound judgement and the ability to prioritise conflicting demands for a range of stakeholders	✓	
	An ability to adapt communication skills to varied situations	✓	
	An understanding that the consequences of error in HR decisions are high in costs and awareness of this in all decision making	✓	
	An understanding that the consequences of error in safer recruitment could lead to the College not fulfilling its statutory safeguarding requirements	✓	
	The ability to work independently with minimal supervision	✓	
	Excellent numeracy and literacy skills	✓	
	An ability to maintain confidentiality, work with discretion and in line with data protection regulations	✓	
	A meticulous attention to detail	✓	
	An ability to empathise with and support staff and to deal with issues in a sympathetic and sensitive manner	✓	
	An ability to conduct casework investigations in a logical, impartial and fair manner	✓	

Personal Qualities and Beliefs	Enthusiasm, integrity, creativity, flexibility and resilience	✓	
	A sense of fun and the ability to work hard and calmly under pressure	✓	
	Commitment to safeguarding and protecting the welfare of children and young people	✓	
	You believe inclusivity and equality	✓	
	You are committed to raising aspirations in the College and believe in the potential of all young people to achieve highly	✓	

How to apply



Please complete an application form. CVs will not be accepted.

The application form can be downloaded from our website and should be returned to Joanne Lever, HR Manager, by **9.00am on Tuesday 23 September 2025**, preferably by email to j.lever@unity.lancs.sch.uk

If you do not receive an acknowledgement of your application, please contact the College.

If you would like to arrange a visit or have an informal, confidential discussion, please contact Miss Lever via the email above or telephone number below.

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01282 683010

www.unity-college.com

