



LEARNING EDUCATION ARTS PARTNERSHIP

# HR MANAGER APPLICATION PACK



LEARNING EDUCATION ARTS PARTNERSHIP FEDERATION OF KINGSMEAD, GAYHURST AND MANDEVILLE PRIMARY SCHOOLS



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Kingsmead Primary School  
Kingsmead Way  
London E9 5PP  
0208 985 5779  
[admin@kingsmead.hackney.sch.uk](mailto:admin@kingsmead.hackney.sch.uk)  
[www.kingsmead.hackney.sch.uk](http://www.kingsmead.hackney.sch.uk)



Gayhurst Community School  
Gayhurst Road  
London E8 3EN  
0207 254 6138  
[admin@gayhurst.hackney.sch.uk](mailto:admin@gayhurst.hackney.sch.uk)  
[www.gayhurst.hackney.sch.uk](http://www.gayhurst.hackney.sch.uk)



Mandeville Primary School  
Oswald Street  
London E5 0BT  
0208 986 5249  
[mdvoffice@mandeville.hackney.sch.uk](mailto:mdvoffice@mandeville.hackney.sch.uk)  
[www.mandeville.hackney.sch.uk](http://www.mandeville.hackney.sch.uk)



Dear Applicant,

Thank you for your interest for the position of HR Manager at the LEAP Federation. LEAP stands for Learning Education Arts Partnership, which demonstrates the emphasis of learning to a broad and balanced curriculum.

I hope that you will find this information pack helpful. If after reading this you have any questions, we would be happy to answer these. Please visit the websites of each of our schools for additional individual information. We also encourage visits to our schools if you have not visited before. Come and meet the friendly, happy, school staff.

The inner London Borough of Hackney is a vibrant and rewarding place to work. Our schools reach communities across London Fields, Homerton and Lower Clapton in Hackney with over 1,200 pupils on roll. One school is a one form entry, another a two form and the biggest is 2.5 forms of entry. All three schools are within easy transport links into and out of Central London. We aim to ensure that every child succeeds to the best of their ability and receives a broad and balanced education which fosters a love of learning for life. Creativity, Inclusion and great learning are what we are all about and strive to achieve in all we do. We are committed to continuous improvement and developing a sense of shared purpose across the whole community. All of our schools have an Ofsted rating of Outstanding and have been praised for our curriculum and assessment approach in all aspects of learning. Between the schools we have won many awards including the Mayor's Award for music provision and Arts Mark Gold by the Arts Council for two of our schools. We have won Beacon Cycling school awards, School of the Region and Gold and Silver awards from TfL for our work promoting sustainable travel. The schools are very well resourced with a dedicated art gallery, dance studio, chickens, rabbits and two large vegetable gardens among other assets! Our healthy tasty school lunches cooked by highly respected chefs have won national acclaim and staff regularly feedback that this and other staff wellbeing initiatives make all the difference to their daily work.

We are looking to recruit a self-motivated and ambitious HR manager who is inspirational and will support the effective management and delivery of all Human Resources at LEAP Federation. As HR Manager, you will have a direct influence and positive impact on the people in the organisation. You will benefit from person-to-person interaction and relationship building, supporting employees directly, coordinating, planning and executing HR activities.

This is a great and unique opportunity to join a supportive and collegial team to drive our vision for our schools where children are at the centre of all we do, and to join a dynamic forward thinking setting.

If you would like to come and be part of a diverse, creative and innovative staff team and help to really make a difference to children's lives, then our federation could be the place for you. We can offer you a career pathway with plenty of challenge and opportunity.



## HR MANAGER APPLICATION

### Why work with us?

You will work closely with our HR Business Partners at Hackney Education to ensure that the federation is compliant and well prepared for Human Resources issues as they arise.

Staff benefits such as cycle to work scheme, massage sessions, training and excellent school food. With this role, there is also an opportunity to work from home for up to two days per week.

As HR Manager, you will be on a salary of £39,967 in inner London.

Our schools now have more freedom to develop their own pay policies to attract and retain the staff that have the greatest impact at our Federation. So what you are paid will be linked to performance and not length of service – meaning you can increase your salary faster than ever before.

### We are looking for a HR Manager who:

Is self-reflective and has the desire to be the best they can

Has a professional attitude, is a great role model and really wants to make a difference for Hackney children

Is well informed and has great HR knowledge and skills

Is ambitious for themselves



#### **HOW TO APPLY**

1. Read the job description and person specification carefully
2. Complete the application form either electronically or print and complete by hand
3. Ensure your supporting statement relates to the competencies outlined in the job description and person specification
4. Email your completed application to:  
[jobs@leapfederation.org](mailto:jobs@leapfederation.org)

#### **Closing date for applications:**

Wednesday 6<sup>th</sup> November 2024 at 17:00

#### **Interview Date:**

Thursday 14<sup>th</sup> November 2024

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to clear reference checks and a DBS at enhanced level. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*

Should you have any queries or would like to arrange to visit our schools please email [jobs@leapfederation.org](mailto:jobs@leapfederation.org)

We look forward to receiving your application!

