

# **HR and Recruitment Manager, Oak Trees Multi Academy Trust**

**Candidate information  
July 2025**





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## Introduction



**Thank you for your interest in this very important role at Oak Trees MAT.**

Oak Trees was created with a clear vision of a dynamic and forward-thinking Trust, with everyone working collaboratively for the greater good, while retaining the uniqueness of each individual school. Since 2017, we have worked hard and made significant progress, and today we are a strong and effective Trust. With a high-performing Executive Team in place to support schools to perform and improve, and a Trust community positive about the future, I believe we're now in a strong position to thrive and grow.

As the Trust's Chief Executive, it's my privilege to have led the formation and early development of our Trust vision in the initial stages of its inception. Seven years down the line, much has been achieved, but we have significant potential to achieve yet more in the coming years. As an experienced Wirral ex-Headteacher, I understand the Wirral in terms of its uniqueness. I also believe that it is vital to retain the individuality of our schools, and I appreciate that what works for one school may not apply in quite the same way for another. Fundamentally, I want all our schools to be excellent, and we are well on the way to achieving that goal.

Our key MAT aim for the next 5 years is to become a beacon of excellence in the education sector and a model of best practice, with high performing academies across the Trust. Our approach to achieving this is rooted in strong collaboration, personalised approaches and positive relationships.

So there couldn't be a more exciting time to join us as our new HR Manager, and I look forward to meeting you.

**Tony Lacey**

Chief Executive, Oak Trees MAT





## About Oak Trees MAT



Oak Trees Multi Academy Trust was formed in June 2017. We work collaboratively to offer an excellent education and equity of opportunity to Wirral children from the age of two to eighteen, rooted in four core values: Collaboration, Expression, Citizenship, and Inspiration.

The Trust's core purpose and vision is to Achieve Excellence Together and deliver outstanding educational outcomes to enable our young people to thrive. We also aim to allow our school leaders and staff to maintain and develop the uniqueness of our academies so they can best serve their local communities. Wirral is a very diverse area, and we feel strongly that our schools should serve their communities in a bespoke way rather than through a 'One Size Fits All' model. We really understand our locality and its context, and we are proud to serve our community.

Our culture is based on respect. We are non-hierarchical and we believe collaboration, trust and the nurturing of positive relationships brings out the best in people. We focus on excellence of academic attainment and provision, achieved through high quality professional development, capacity mapping and the harnessing of talent. Each Trust school maintains its individuality under an operating model of aligned autonomy. We do not impose or direct; we share best practice and we map expertise throughout the organisation in order to retain, develop and motivate our staff teams.

Staff wellbeing and workload is our priority. Our People Strategy prioritises our colleagues and their wellbeing. We seek to consult and act on feedback and recommendations to alleviate workload pressures. We want our colleagues to feel motivated and valued. We have a termly Staff Forum, a Wellbeing Charter, a Support Offer and Thank you Days for all.







## About Oak Trees MAT



We provide excellence and expertise in SEND support. Oak Trees MAT has a SEND lead working centrally who consults with all schools on quality first adaptations for pupils with SEND as well as act as a Local Authority liaison and advises on SEND funding agreements. We employ our own Educational Psychologist as well as have service level agreements with the ADHD Foundation and the Speech and Language Service.

Every year, the Trust Executive Team develops a bold and ambitious Business Plan aimed at moving Oak Trees forward strategically. Below are the key Trust objectives for 2024-25:

- Trust Culture
- Disadvantaged and Vulnerable Pupils
- English
- Behaviour
- Staff Development



[Click here to visit the Oak Trees website](#)



[Click here to watch a short video about the Trust](#)



# About the role



## **HR and Recruitment Manager** **Oak Trees Multi Academy Trust, Wirral** **up to £55k**

Our Trust's success can only be built on attracting, developing, and retaining the very best people. In every school and every team, we want to be an employer of choice, which supports colleagues to do rewarding work in a way that maximises the outcomes for the children and young people in our care.

Rapid growth means that we are now able to invest in this senior, strategic HR role to help us realise our organisational potential. The role is perfect for someone who wants to bring their professional skillset to bear in an organisation that's values-based, with integrity and collaboration a hallmark of our culture.

We're looking for an experienced, innovative and dynamic HR professional to help us accelerate progress, develop our already strong organisational culture, and support all our people to become outstanding, whatever their role in the Trust. You must be a qualified HR professional, and your career to date will ideally include some time in the educational sector.

A good understanding of organisational development in similar specialist contexts, and experience of working effectively with unions, are both essential. Strong candidates will bring a consistent track record of leading both high-quality day-to-day people services, as well as perceptive strategic HR, and will take a particular pride in leaving organisations stronger than when they arrived.

You'll lead the development and delivery of the full range of HR functions across our growing Trust. The successful candidate will work closely with the Chief Executive and the Chief Operating Officer and will be a key member of the Trust's Team.

As well as providing strategic and operational leadership to the HR and Recruitment team, you'll develop appropriate policies and practices and ensure the highest quality of HR support is available to the Trust and its schools. You'll be a qualified and experienced HR executive, who combines emotional intelligence and an ethical approach with the ability to inspire a strong culture of accountability and self-improvement in a fast-paced and very varied environment.

Flexible or part-time working will be considered; if you would like to propose an alternative arrangement, please contact David Gooda by email: [otmat-hr@navigategroup.co.uk](mailto:otmat-hr@navigategroup.co.uk) or by phone on 01625 800862.

# People Strategy: Three Year Development Plan 2025-2028



## Objective 1: We are one Trust

Create a one trust culture with the workforce, ensuring all employees feel part of the trust community. All employees, irrespective of their role, are instrumental in achieving our mission and living out our values of collaboration, expression, citizenship and inspiration.

Actions / The what?	Activities / The how? And RAG rated progress	By whom	Cost	What does success look like?
Effective induction of new employees joining the Trust	<b>2025-2026</b>			A strong consistent process for all new employees  A reduction of turnover of employees over the three years of the plan.
	Create a trust staff induction policy and procedure which identifies which aspects are carried out at trust level and which are done at school level.	HR		
	Deliver training to senior leaders on staff induction policy and procedure.	HR		
	Create a trust induction presentation for new staff to be run once every half term.	HR		
	Use My New Term to collect staff turnover data within the academic year.	HR		
	<b>2026-2027</b>			
	Ensure the staff induction policy is being applied effectively.	HR		
	Further review and update of the Induction Policy / Procedure to reflect best HR practice.	HR		
	Work with each headteacher to identify reasons for staff turnover.	HR		
	Establish an ideal staffing structure for each school.	EX		
	<b>2027-2028</b>			
	Determine if staff induction is being applied consistently across the Trust.	HR		
	Address any trends in staff turnover, especially those that leave within the 1st year of employment.	HR		
	Further review and update of the Induction Policy / Procedure to reflect best HR practice.	HR		

# People Strategy: Three Year Development Plan 2025-2028



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Actions / The what?	Activities / The how? And RAG rated progress	By whom	Cost	What does success look like?
Trust values are lived and breathed by all MAT staff.	<b>2025-2026</b>			
	Ensure the trust values form a central part of the induction policy and procedure.	RB		Staff can clearly articulate the trust values and how they exhibit them.
	Further incorporate the values within the professional growth cycle.	RB		
	Frame every MAT meeting and CPD provision around the values at the start of the each session.	TL		New trust visuals provide a consistent trust brand.
	Ensure the values are part of the recruitment paperwork and process within My New Term.	HR		
	Share best practice from schools who have embedded the values strongly.	RB		
	<b>2026-2027</b>			
	Standardise staff badges across all schools to include the mission statement and values.	TL		
	Develop further MAT visuals with Blue Apple that incorporate the trust mission and values.	TL		
	Carry out staff survey to capture views on values and what it means to staff to work for Oak Trees.	RB		
	<b>2027-2028</b>			
	Replace school signage to provide a consistent look that further encapsulates the trust brand.	TL		
	Create trust videos to be added to websites that capture the mission statement and values being lived everyday within schools.	TL		



# People Strategy: Three Year Development Plan 2025-2028



## Objective 2: Attract, train and retain staff

Attract, train and retain talent to help underpin the delivery of achieving excellence for all pupils.

Actions / The what?	Activities / The how? And RAG rated progress	By whom	Cost	What does success look like?
Create a trust wide approach, policy and procedure to recruitment using My New Term.	<b>2025-2026</b>			Strong, professional and respected recruitment process.
	Set up all schools on My New Term.	HR		
	Set up trust wide paperwork and forms required on My New Term.	HR		Increase in applications for job adverts across the trust.
	Train senior leaders and office staff to understand and follow the MAT recruitment process.	HR		
	Develop Trust social media and Facebook presence and promote recruitment through social media.	TL / RB		
	Analyse recruitment data generated through My New Term.	HR		Established data analysis process to create a trust staff profile and analyse staff applications.
	Review and refine staff charter and working for OTMAT docs for recruitment	RB		
	<b>2026-2027</b>			
	Establish a variety of sites to advertise jobs on that are then filtered through My New Term.	HR		
	Review recruitment paperwork in light of any legal or safeguarding updates.	HR		
	Create a trust wide exit survey for any staff leaving.	HR		
	Train senior leaders to understand and follow the exit survey process.	HR		
	<b>2027-2028</b>			
	Review recruitment paperwork in light of any legal or safeguarding updates.	HR		
	Analyse job applications to work out which are the most effective posting sites	HR		

# People Strategy: Three Year Development Plan 2025-2028



## Objective 2: Attract, train and retain staff

Attract, train and retain talent to help underpin the delivery of achieving excellence for all pupils.

Actions / The what?	Activities / The how? And RAG rated progress	By whom	Cost	What does success look like?
Create a trust professional development programme.	<b>2025-2026</b>			
	Plan and deliver a half termly senior leader strategy day led by internal staff.	TL		Have succession plans and internal talent pools in place at all levels of the organisation.
	Run termly ECT meetings.	LF		
	Signpost and encourage middle leaders to complete training qualifications through NIOT.	TL		Have a highly trained workforce fit to respond to the changing educational landscape.
	Enhance the professional growth process through the inclusion of the trust values.	RB		
	Establish work streams to focus on specific projects e.g use of AI, curriculum review.	CA		
	Introduce deliberate practice and instructional coaching with a focus on learning habits at specific schools.	RB		Create a culture of deliberate practice and instructional coaching.
	<b>2026-2027</b>			
	Create a professional development programme for both MAT schools and external schools as a way of advertising the trust.	CA		A highly effective appraisal system.
	Further embed deliberate practice and instructional coaching across all schools.	RB		
	Create an induction structure for new schools focused around the trust approaches to curriculum, behavior and personal development.	CA		
	Establish a peer mentoring and coaching system for new headteachers and deputy headteachers.	RB		
	<b>2027-2028</b>			
	Create an aspiring headteachers course to be delivered across the trust for deputies and middle leaders.	RB		
	Refine deliberate practice and instructional coaching across all schools.	RB		
	Introduce and carry out 360 reviews on trust and school leadership teams.	TL		

# People Strategy: Three Year Development Plan 2025-2028



## Objective 2: Attract, train and retain staff

Attract, train and retain talent to help underpin the delivery of achieving excellence for all pupils.

Actions / The what?	Activities / The how? And RAG rated progress	By whom	Cost	What does success look like?
Enhance the well-being of trust staff.	<b>2025-2026</b>			
	Create and share a staff benefits package.	RB		Happy and content workforce.
	Establish a programme of termly staff events/social gatherings	RB		A measurable reduction in workload
	Develop mechanisms for praising and rewarding staff for service - certificates	RB		
	Plan and deliver the trust's January inset day to include an aspect of well-being and a rich variety of workshops	HTs		Reduction in staff sickness days
	Further enhance the role of the well-being lead.	JW		
	Create an effective mechanism for measuring staff well-being.	JW		
	Create an AI taskforce in order to research the best use of technology to reduce workload.	CA		
	Establish a way of measuring staff sickness across the trust each term.	HR		
	Facilitate the SAS well-being strategic programme.	JW		
	Establish a trust well-being forum including a feedback mechanism to individual schools.	JW		
	Research the use of Well-Be as a well-being impact measuring tool.	JW		
	<b>2026-2027</b>			
	Create and introduce a staff recognition scheme built around the trust values.	RB		
	Deliver AI training sessions for staff of all roles across the trust.	CA		
	Plan and deliver a termly well-being staff meeting within each school.	JW		
	Establish a well-being focus group led by the trust well-being lead.	JW		
	Provide half termly supervision sessions for all DSL's.	JW		
	<b>2027-2028</b>			
	Review and update the staff benefits programme.	RB		
	Deliver further AI training across the trust as a sharing of best practice model.	CA		

# Staff Charter



## Achieving Excellence Together

*We want the best for our staff, and have frequent opportunities to listen to employees to see what works and what could be better. Our culture is open, honest and collaborative. A happy staff is a well-performing staff*

### Key goals of our staff charter

- To ensure that all staff have a sense of belonging and feel part of a valued team.
- To ensure that we appoint and retain the very best staff for our Trust schools.
- To ensure that everyone plays their part in delivering the Trust values:

- » **Respect**
- » **Collaboration**
- » **Aspiration**

### We offer all employees at our trust...

- A positive approach to staff wellbeing and work-life balance from the Trust and our schools.
- An annual 'Thank You' day for all staff in recognition of the hard work and dedication shown by our employees.
- All staff employed professionally, including being paid on time and at an appropriate level for their responsibilities and job description.
- A career in an organisation that values individuality and diversity.
- A full range of holiday entitlement and sick pay benefits at least in line with other local schools.
- Access to a highly attractive pension plan for all teaching and non-teaching staff.
- Access to Occupational Health and 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance on any personal and/or work-related matter.
- A range of networks and training for support staff, including school leaders, year group teachers, admin staff and newly/recently qualified teachers through the Early Career Framework.
- Regular wellbeing events across all schools to promote staff wellbeing and celebrate success.
- The chance to feel valued and part of the Trust team, including attendance at online staff updates to learn about Trust matters, schools progress and have your views listened to.
- Full maternity and adoption leave schemes as per national and local schemes.
- Flexible working for all roles across the Trust
- Free eye tests and glasses contribution for all regular Visual Display Users.
- Access to private medical plans via Medicash and Childcare vouchers through payroll deductions
- MAT recognition of work-life balance, including allowing staff to attend family opportunities each year as agreed with the school Headteachers.
- Trade Union recognition and collaborative working with Trade Union representatives.
- Great buildings across our academies, providing positive working environments for all staff.
- Free tea and coffee at each academy for all staff
- Reduced cost staff lunches across all schools



# Staff Charter



## Achieving Excellence Together

*We want the best for our staff, and have frequent opportunities to listen to employees to see what works and what could be better. Our culture is open, honest and collaborative. A happy staff is a well-performing staff*

## We offer all teachers at our trust...

- Trust continued focus on workload reduction and staff wellbeing, a major annual focus of the Trust through our staff charter and Trust wellbeing plan.
- Guaranteed Preparation, Planning and Assessment time weekly for all teachers in one block, working collaboratively with colleagues.
- Non-contact time for tasks which increase workload at specific times, such as subject leader activities and attending training during the school day.
- Guaranteed access to a 2-year induction programme and NQT time weekly for all Newly Qualified and Recently Qualified Teachers as per the Early Career Framework.
- A focused and supportive Talent Management Programme to enable teachers to move from NQT (and possibly student) to senior leader working within our supportive Trust.
- A collaborative culture through regular training, networking opportunities and chances to work and liaise with colleagues in similar roles across the Trust.
- A strong and rigorous performance management policy designed to aid career progression and value the impact of all teachers and support their career development.
- Regular training opportunities and access to a range of internal and external programmes tailored to your learning needs throughout your career, including access to national qualifications if desired and appropriate for the role.
- Access to a high quality Continuing Professional Development programme delivered annually.

# HR & Recruitment Manager: role profile

<b>Job Title:</b>	Trust HR and Recruitment Manager
<b>Salary / grade:</b>	£51,802 - £55,535
<b>Responsible to:</b>	Chief Executive Officer and Chief Operations Officer
<b>Location:</b>	Oak Trees Multi Academy Trust Office in Prenton, Wirral, plus some travel between Trust sites.
<b>Contract:</b>	Full-time, permanent contract, 36 hours per week, 52 weeks per year.

## Main Duties and Responsibilities:

Reporting to the CEO and COO, the Trust HR and Recruitment Manager will lead the development and delivery of the HR function across our growing multi academy trust. This is an exciting post with the chance to lead HR and recruitment across the Trust. The successful candidate will work closely with the Chief Executive and the Chief Operating Officer and will be a key member of the Trust's Team.

The HR Manager will provide strategic and operational leadership and support to the Trust's Human Resources and recruitment function. This will include developing operational policies and practices with external HR support and Trust Leaders and ensuring that the quality of HR support to the Trust and its schools is delivered, developed and maintained to the highest standard.

The role requires an emotionally intelligent person who is comfortable also providing operational oversight in a fast-paced, changing environment, and who can ensure that schools HR and recruitment function is high quality and consistent.

## Key Priorities of the Post

- Ensure that all schools in the Trust receive excellent, efficient, and effective HR support; that school leaders receive excellent advice; and that employment laws, equalities laws that affect our employees, and Trust policies are followed.
- Create and implement a recruitment strategy for the Trust with the goal of attracting, fostering, and keeping exceptional employees in all positions and ensure continued adherence to the safer recruitment policies and practices of the Trust.
- Liaise with our external HR provider in more complex cases to ensure that all aspects of HR are delivered in accordance with the legislative framework.

## Strategic Leadership of the Trust's Human Resources Function

- Establish and maintain outstanding professional relationships with internal and external stakeholders, including Trade Unions and staff at all levels, and ensure effective communication across the Trust of all key HR developments.
- Devise, review, update and advise on HR and recruitment policies and processes for the Trust, to ensure compliance with employment law and best practice and safer recruitment.

- Ensure that all HR and recruitment strategies, policies and plans are designed and delivered in alignment with other Trust strategies and priorities.
- Oversee the design, implementation, quality assurance and business improvement of HR systems across the Trust.
- Actively promote equality, diversity and inclusion, including in recruitment, retention and development.
- Provide insight and advice on HR issues to the Trust's Senior Leadership Team and Headteachers
- Regularly and systematically review all aspects of the HR strategies policies and plans, including monitoring the results of all associated activities and measuring their effectiveness.
- Report accurately, and in detail, to the Executive Team on all aspects of Human Resources and recruitment in the Trust.

## Developing Strategy and Service

- Support Headteachers and their staff to deliver an efficient and continuously improving service which undertakes all relevant HR policies and procedures and recruitment procedures.

# HR & Recruitment Manager: role profile

- Ensure that effective induction arrangements are in place across the Trust and exit strategies are embedded in practice.
- Develop a HR handbook
- Act on feedback from service users to improve the service.
- Lead the development of HR as the Trust grows.

## ***Developing a Recruitment Strategy***

- Develop a recruitment strategy with external HR, Trust Leaders and Headteachers
- Keep up to date with changes to legislation in relation to recruitment
- Develop a recruitment handbook for all schools
- Develop consistent and attractive recruitment materials for Trust vacancies
- Ensure Trust vacancies are advertised and resolved consistently, legally and positively
- Ensure that all aspects of recruitment are in line with EDI practices

## ***Strategic and Operational Leadership of HR Support to Trust Schools***

- Engage with school leaders to evaluate the quality, scope and delivery arrangements for the Trust's HR support to its schools.

- Regularly monitor HR casework in schools to ensure that it is conducted effectively, efficiently and to a satisfactory conclusion.
- Ensure that schools are fully prepared for inspection by ensuring that all HR procedures, including those related to safeguarding, are implemented so that they are compliant with statutory requirements.
- Advise and provide strategic support to school leaders on particularly complex, sensitive or intractable HR issues to arrive at solutions.

## ***Strategic Leadership of the Trust's Equality Diversity and Inclusion (EDI) Strategy***

- Lead the implementation of the Trust's staff EDI strategy and policy.
- Ensure that schools are appropriately advised and informed to enable them to make improvements in systems, policies, and culture in line with the Trust's policies and plans and respond positively to the feedback generated by the regular surveys.
- Monitor and report on EDI issues across the Trust, making recommendations for improvement in line with the latest evidence-based research and best practice.

## ***Accountability***

- Be accountable for compliance of all aspects of HR delivery.
- Be accountable for compliance of all aspects of recruitment delivery.

## ***Additional information***

The scope of this profile reflects the needs of the Trust at the present time: it is not intended to be a fully inclusive or exhaustive list. The assignment holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the appropriate/commissioning managers. The profile will be subject to continuous review as needed.

The Trust offices are based on the Wirral. However, the post holder may be required to visit schools on a regular basis to advise school leaders and staff on HR and recruitment issues.

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.

The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive 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.

# HR & Recruitment Manager: candidate profile



Essential Attributes	Desirable Attributes
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• A degree qualification or equivalent, preferably in a relevant discipline</li> <li>• Relevant HR qualification e.g. CIPD</li> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Full member of the Chartered Institute of Personnel and Development</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Extensive experience of working in a HR role</li> <li>• Experience of managing disputes and sensitive case work.</li> <li>• Experience of designing and implementing flexible and innovative organisational development solutions that deliver strategic priorities and change.</li> <li>• Experience of working in a unionised environment</li> <li>• Experience of TUPE transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment and knowledge of Burgundy / Green Book and STPCD</li> <li>• Sustained and successful experience of leading, managing and developing Human Resources</li> <li>• Experience of close working with executive leaders.</li> </ul>



# HR & Recruitment Manager: candidate profile



Essential Attributes	Desirable Attributes
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>• The ability to inspire, motivate and lead on HR and recruitment</li> <li>• In-depth knowledge of employment law, HR best practice, recruitment and the ability to apply these using a pragmatic and common-sense approach.</li> <li>• Evidence of innovative thinking and creative approaches to strategic challenges.</li> <li>• The ability to work to deadlines, adapt to changing conditions and generate effective solutions to new situations and problems as they arise.</li> <li>• A thorough knowledge of equality, diversity and inclusion and wellbeing policy requirements and practices.</li> <li>• The ability to quickly establish credibility and build strong working relationships at all levels.</li> <li>• Effective oral and written communication skills, with proven ability to negotiate and influence change with sensitivity and emotional intelligence</li> <li>• Excellent IT skills, including the ability to use Office software packages such as Word, Excel and Google.</li> <li>• Strong analytical, strategic thinking and project management / planning skills.</li> <li>• Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of national terms and conditions and education legislation which impact on employment within schools and academies, and as they apply to academy conversions</li> </ul>
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Emotionally resilient, positive, reliable and trustworthy.</li> <li>• Flexible approach to work.</li> <li>• Willing to actively participate in training and development</li> <li>• Commitment to maintaining confidentiality.</li> </ul>	



## How to apply



Prospective candidates are strongly encouraged to arrange a pre-application conversation with David Gooda of Navigate NDC, who is supporting us with this appointment. Please email [otmat-hr@navigategroup.co.uk](mailto:otmat-hr@navigategroup.co.uk) or call 01625 800862 to find a convenient time.

To apply, please download and complete

- [Application Form](#)
- [Recruitment Monitoring Form](#)
- [Criminal Record Disclosure](#).

Please return these documents, along with a covering letter / supporting statement (no more than 3 sides of A4 please) to [otmat-hr@navigategroup.co.uk](mailto:otmat-hr@navigategroup.co.uk) in advance of the closing date: **11.59pm, Monday 18 August 2025.**

Please ensure that you provide full employment details, including precise dates, and account for any periods of unemployment or work abroad. You are asked to identify two professional referees, one of whom must be your current or most recent employer. Referees will not be contacted unless you are invited to final interview.

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. This post is also subject to satisfactory references, proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996 and other pre-employment checks where applicable.

We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.