

HR and Governance Manager

Salary: Grade 10 (pt 40 – 43) £51,356.45 - £54,494.76

Hours: 36.66 hours per week

Equated Weeks: Full time, or term time plus can be considered

Closing date: Friday 27th February 2026 – 12 Noon

Shortlisting: W/C 2nd March 2026

Interview date: Monday, 9th March 2026

Crompton House C of E Multi Academy Trust
Rochdale Road
Shaw
Oldham
OL2 7SN
www.cromptonhouse.org

The Crompton House C of E Multi Academy Trust is seeking to appoint an experienced and highly motivated Human Resources Manager with expert-level knowledge and significant experience in HR to perform an integral role in delivering a professional, high-quality, efficient and effective HR service for the family of schools in our Trust.

Crompton House C of E Multi Academy Trust is a growing educational organisation formed in May 2019, with Crompton House Church of England School (CHS) being the founding secondary academy. Beal Vale Primary School joined the Trust on 1st September 2019. St Hugh's C of E Primary School joined on 1st November 2023, St Thomas' C of E Primary School joined on 1st January 2024, St Paul's Primary School and Thornham St James' Primary School joined on 1st February 2025, and Holy Trinity Dobcross joined on 1st December 2025.

The successful candidate will have overarching responsibility of managing and coordinating comprehensive HR services across the Trust. This is a key role which will develop further as the Trust grows.

The successful candidate will be able to demonstrate proven ability to provide effective advice on employment law, policies and procedures. Support will be given by an external HR advisory service. Training will be provided on Governance Compliance.

The ideal candidate will be a highly focused and organised individual, passionate about making a difference for our academies and local communities. You must be efficient and possess outstanding attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters. In addition, you will need to demonstrate strong ICT skills with the ability to analyse data and present findings. This is a challenging yet highly rewarding role with a supportive and welcoming employer.

We are looking for:

- A professional with validated HR management experience, excellent knowledge of best practice and a strong understanding of Employment Law.
- Experience of managing HR in a multi-establishment organisation or relatable experience.
- An experienced line manager with excellent communication and team building skills.
- A reliable, highly motivated and self-driven professional.
- Ability and confidence to coach and mentor colleagues.
- Strong problem-solving capabilities.
- Risk management focused solutions and advice to Trust and School leaders.
- Strong collaborator management skills, including an ability to set expectations and balance conflicting demands.
- Report writing and presenting to a variety of audiences.
- Excellent ICT skills.
- Ability to effectively contribute to the review and development of policies and procedures.
- Strong organisational skills, a keen eye for detail, high standards and take pride in your work.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

The appointment will be made on either a full-time basis, or term time plus basis following discussion with the successful candidate. Please specify any strong preference in your application.

We will offer you:

- The support of committed, dedicated and friendly colleagues
- Admission to the Local Government Pension Scheme
- The opportunity to develop and grow your career within the Trust
- 25 days annual leave rising to 29 days after 5 years' service, and to 32 days after 10 years' service, plus Bank Holidays
- Access to an Employee Assistance Programme (EAP)
- We encourage open and regular conversations about work-life balance

The Trust Chief Financial and Operating Officer, Stephanie Smith, can be contacted on 01706 847451 or by email on [**s.smith@cromptonhouse.org**](mailto:s.smith@cromptonhouse.org) to discuss the role further or answer any queries.

Crompton House C of E Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and governors to share this commitment. In this respect all potential applicants are advised that any offer of appointment will be subject to enhanced Disclosure and Barring Service clearance as well as other relevant recruitment checks.

Application forms should be emailed to [j.slater@cromptonhouse.org**](mailto:j.slater@cromptonhouse.org)**