



Application Pack

People Advisor



Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of People Advisor. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the People Advisor will contribute significantly to the strategic direction of Emmaus CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Head of People and Culture and the HR and OD Business Partner, we are very much looking forward to recruiting a committed and enthusiastic People Advisor to join our People and Culture Team to support the further development and deployment of the Emmaus CAT People and Culture Strategy.

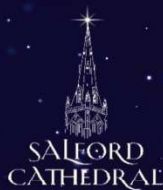
Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO

Emmaus Catholic Academy Trust, an educational constellation.



MISSION

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- To assist in the mission of making Christ known to all people;
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- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

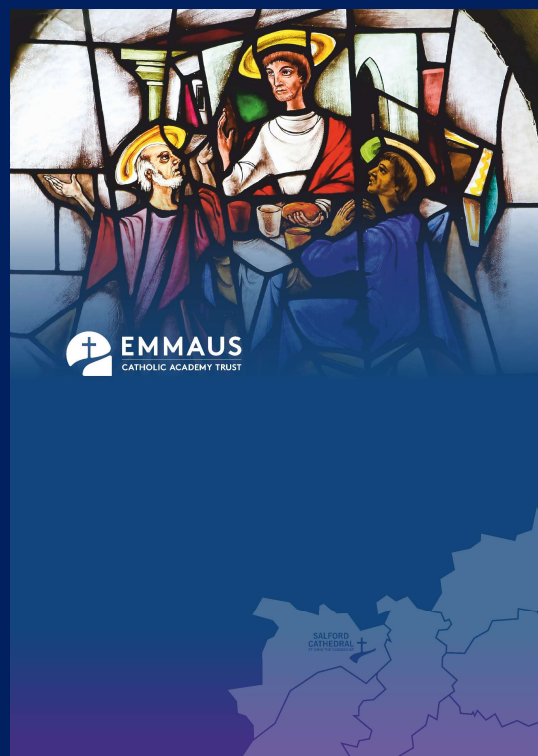
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual values are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To provide great Catholic education across Greater Manchester.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established Catholic Academy Trust of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In Emmaus CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining Emmaus CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.



4) How will we succeed?

Our Philosophy – Aligned Agency

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one organisation. We promote agency by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of Emmaus Catholic Academy Trust.

So why then do we retain the term agency? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the Emmaus CAT central team leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, Emmaus CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Ambitious curriculums and character education

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

Talent, and supporting our people to flourish

We are committed to building a healthy Catholic organisation where our staff are valued, encouraged to work collegially, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic organisation, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to serve Society.

Emmaus CAT currently educates approximately 12,373 children, and employs approximately 1,450 staff.

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Audenshaw – 236
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1333
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Anne's RC Primary School, Oldham – 232
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503
- Corpus Christi RC Primary School – 349

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 14,350 children and employ approximately 1,750 staff

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School, Levenshulme – 371
- St Cuthbert's RC Primary School – 227



People Advisor

Salary: NJC Grade 7 SCP26 – 30 £37,280 - £40,777



Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to expand our central People and Culture Team and appoint an enthusiastic individual to join us in the role of People Advisor.

The People Advisor will work effectively with the Head of People and Culture, the HR & OD Business Partner and key stakeholders across the CAT to deploy people interventions and initiatives aligned to the 4 key pillars of our People and Culture Strategy: 'Attract and Recruit', 'Include', 'Nurture' and 'Develop and Retain'.

The successful candidate will play a key role in supporting the schools within Emmaus to ensure effective implementation and in doing so help achieve the CAT's vision to attract and retain talent and ensure our people are supported to thrive and flourish.

This role would suit an experienced HR professional who is seeking the next step in their career in an expanding organisation which is dedicated to providing an excellent Catholic education to its pupils and valuing and supporting its staff.

Contract/Hours of work: 35 hrs per week (all year-round contract), Permanent

Salary: NJC Grade 7 SCP 26 –30 £37,280 - £40,777

Location: Crossgate House, 47-55 Cross Street, Sale, M33 7FT

Membership of Local Government Pension Scheme (Career Average Benefits)

26/31 days annual leave plus 4 additional Christmas closure days.

We operate a flexible working model, with the option to work occasionally from home. Our central offices are in Sale and some travel to schools will be required.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The People Advisor will report to the Head of People and Culture.

Key contacts:

People and Culture Team, Emmaus CAT SBMs, Headteachers and other relevant key personnel

Please contact Jodie Urmston, Office Manager via email; recruitment@emmauscat.com for further details.



People Advisor

Job Description

The post holder will report directly to the Head of People and Culture

Main Purpose of the Role

To work directly with the Head of People and Culture and the HR and OD Business Partner to further develop and support the effective deployment of people interventions and initiatives aligned to the 4 key pillars of the Emmaus CAT People and Culture Strategy: 'Attract and Recruit', 'Include', 'Nurture' and 'Develop and Retain'.

The People Advisor will be able to work effectively with a variety of stakeholders across schools, the central team and with Trade Union Partners to support the implementation of impactful HR and Organisational Development initiatives that enable our schools to deliver an excellent Catholic Education and help Emmaus CAT be an employer of choice.

The postholder will support the Head of People and Culture and the HR and OD Business Partner in the future development of the People & Culture function to ensure all schools receive a first class and comprehensive HR Service.

Main Duties:

The following is typical of the duties the post holder will be expected to perform, it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Develop effective relationships and work with key stakeholders at a school, central team and strategic level to ensure meaningful engagement and involvement with the development and direction of the People and Culture Strategy.
- Contribute to practical and well thought out deployment plans for key People projects in line with the four pillars of the People and Culture Strategy: 'Attract and Recruit', 'Include', 'Nurture' and 'Develop and Retain'.
- Support the deployment of the CAT HR system(s), taking an active role in developing roll out plans, contributing to the creation and delivery of associated training and interventions and monitoring usage of the system

- Take a lead on maintaining and updating the CAT HR System and other employee portals for the Central Team
- Work with the People & Culture team and CAT Data Manager to develop an HR Dashboard showing key HR metrics and undertake analyses to support reporting to CEO and CAT board.
- Contribute to the management of projects implemented as part of the deployment of the People and Culture Strategy, seeking stakeholder feedback and monitoring deadlines as needed.
- Support the People & Culture team in the development of HR reports and updates for the Executive team and CAT Board
- Where required liaise with the CAT's external HR advisors and solicitors
- Draft and contribute to the development and implementation of new policies and procedures for consultation and assist with their ongoing review
- Support the People & Culture team in the development and deployment of HR Training interventions and HR network meetings
- Support the identification, introduction and promotion of employee benefits and assist with the review of contracts with current providers
- Where required support the CAT by undertaking HR investigations to support the effective application of CAT policies
- Provide support and advice to school leaders on employee relations and people management issues as identified and discussed with external HR Providers and People & Culture team
- Provide support and advice to School Business Managers on the application of safer recruitment and contracts.
- Ensure that HR documentation including policies and associated documents are updated and clearly accessible on the CAT intranet facility
- Proactively engage with employment law updates and raise/discuss with People & Culture team

Other Responsibilities

- Adhere to all CAT-wide policies and procedures, in particular those relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required

- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that school complies with safer recruitment procedures and that induction includes a specific focus on safeguarding;
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT’s and the school’s safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Demonstrate commitment to the Equality, Diversity & Inclusion Policy, to work positively and inclusively with colleagues.
- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community

General

- Actively contribute to and promote the overall ethos and values of the CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT’s business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post. Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT. Emmaus CAT and its employees are expected to



- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.

Other

The above list is not exclusive or exhaustive, and the Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

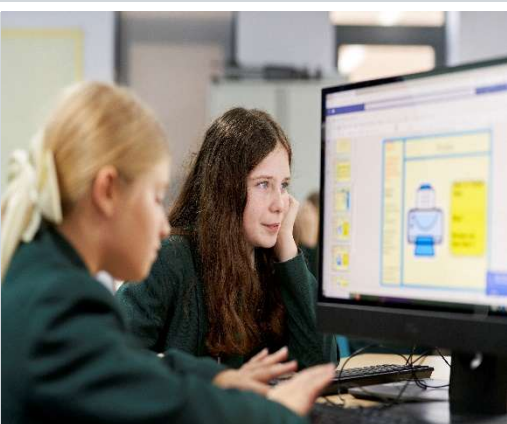
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Professional membership of CIPD	E
Educated to CIPD Level 5 or 7	E
Skills, knowledge and aptitudes	
Sound knowledge of employment law and HR best practice and the ability to apply these using a pragmatic and common-sense approach	E
Knowledge and understanding of confidentiality, professional boundaries and dealing with sensitive information.	E
Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and priorities of Emmaus CAT	E
Ability to prioritise effectively and to ensure deadlines are met whilst working accurately and using own initiative.	E
Strong organisational skills to manage a varied range of projects and tasks.	E
Excellent interpersonal skills, verbal presentation and written communication skills.	E
High level of flexibility and a positive attitude to innovation and change.	E
An appropriate understanding of child safeguarding issues	E
Understanding of the Catholic Education Service, Diocesan and faith ethos and values	D
Experience	
Operational HR experience supporting the organisation in multiple aspects of HR - including advising on recruitment, HR policy, change management, employee engagement and employee relations case work	E
Experience of working in a multi-site organisation	D
Experience of contributing to project management – including seeking stakeholder input and monitoring associated deadlines.	E
Experience of developing metrics and reports and data analysis for review.	E

Experience of delivering HR training interventions	D
Experience of working in the education sector, particularly schools	D
Excellent IT skills, including the ability to use MS Office software packages such as Word, Excel and Outlook	E
Experience of handling sensitive data appropriately in accordance with GDPR	D
Personal Qualities	
Ability to be adaptable and work flexibly across the CAT	E
Evidence of commitment to own professional career development	E
Ability to work accurately and methodically	E
Be flexible and adaptable to change	E
Focus on delivery of exceptional standards of service to colleagues and others within the organisation	E
Demonstrate personal and professional integrity, including modelling values and vision	E
Ability to build and maintain effective relationships with colleagues.	E
Commitment to promote and support the aims and values of Emmaus Catholic Academy Trust and its professional partners	E
Ability to work under pressure with limited supervision, yet able to judge when advice and support is required.	E
Confidential and discreet in dealing with sensitive matters and collaborative working with leaders	E
Special Requirements	
Satisfactory Enhanced clearance with the Disclosure and Barring Service	E
Pre-employment Health Assessment	E
Willingness and ability to travel to schools across the CAT and to flex working hours occasionally, if required	E
Willingness to undertake further training if necessary	E
Able to work with sensitivity in a Catholic environment.	E

HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

EMMAUS Catholic Academy Trust

2nd Floor, Crossgate House,
47-55 Cross St, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com



@EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

Closing date: Monday 29th June 2026 @ 9am

We will be shortlisting on Tuesday 30th June 2026 and successful candidates will be informed the following day.

Interviews will take place: w/c 6th July 2026

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at Emmaus Catholic Academy Trust by email; recruitment@emmauscat.com

