

Central HR Officer Vacancy

Candidate Pack





Aspiration



Integrity



Resilience

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



Schools within our Trust

Find out more on our website: <https://oaklp.co.uk/our-schools/>

Oak Learning Partnership is a Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.

Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.



Unsworth Primary School is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

Hazel Wood High School is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

Elms Bank is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.

A young girl with brown hair and black-rimmed glasses is blowing bubbles. She is wearing a white short-sleeved shirt and a red, white, and blue striped tie. She holds a blue bubble wand in her right hand. Large, iridescent bubbles are floating around her. The background is a bright, sunny outdoor setting with greenery and a wooden fence.

"Every day is different, with opportunities to learn new skills and work together to find solutions. It's a great place to work with a fantastic team of dedicated staff."

Member of our Pastoral Team at Oak Learning Partnership

Central HR Officer

Salary: Grade 8, SCP 12 - 17, actual salary £20,159 - £22,257

Hours: 37 hours per week, term time only plus 10 days

Closing Date: 9.00am, Monday 10th October 2022

Required for as soon as possible

The Trust are seeking to appoint an experienced, hardworking and highly motivated HR Officer capable of making a strong contribution to our dedicated HR department. This is an exciting new role that will build capacity within the central team to enable the Trust to be in the strongest position possible and allow for growth and development.

Expectations:

The primary purpose of the job is to provide high quality HR support to the Central Team and the schools within Oak Learning Partnership. The HR Officer will be highly organised with excellent written and verbal communication skills. The successful candidate will enjoy a systematic approach to a variety of administrative tasks and will recognise the need for confidentiality.

Staff should recognise that as the Trust grows job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff therefore need to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in their professional development to support this.

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the criteria of the person specification before applying.



How to Apply

Closing Date: 9.00am, Monday 10th October 2022

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CV's. Applications should be sent to:

recruitment@oaklp.co.uk
For the attention of Kristie Bloomfield (CFO)



A young boy with short dark hair, wearing a grey school blazer over a white shirt and a red tie, is sitting at a desk. He is smiling and looking towards the camera while holding a blue pen over an open notebook. In the background, another student in a similar uniform is visible but out of focus. A blue pen lies on the desk in the foreground.

"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our admin team
at Oak Learning
Partnership

Central HR Officer

Salary: Grade 8, SCP 12 - 17, actual salary £20,159 - £22,257

Hours: 37 hours per week, term time only plus 10 days

Closing Date: 9.00am, Monday 10th October 2022

Job Description

Normal place of work: Central Team office, although you may be asked to contribute towards Trust wide projects.

Normal working hours: Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

The post is 37 hours per week term time plus 10 additional days to be worked during school closure.

Responsible to: HR Manager

SPECIAL CONDITIONS OF SERVICE

- Annual leave to be taken in school closure periods.
- Attendance at evening meetings may be required.
- Be prepared to offer flexibility in hours.

JOB PURPOSE

- To support the HR Manager to provide a confidential and pro-active HR administrative support to the schools within the trust.
- To ensure payroll MIS is accurate and up to date, reflecting all necessary changes to staff salaries in a timely manner.
- To undertake administrative and clerical work for the trusts HR team, this will include a variety of general office duties as required but will specifically include:
 - Recruitment administration
 - Convening meetings
 - Issuing routine letters and other written documents
 - Typing minutes of meetings
- Efficient operation of the trusts HR MIS.
- To be responsible for ensuring compliance in all relevant legislation for example General Data Protection Regulations (GDPR) and safer recruitment practices.
- To develop the maintenance and accuracy of computerised records to meet agreed service standards in line with current legislation.

KEY RESPONSIBILITIES

HR Support

- To assist on all matters relating to HR in all schools in the trust
- Assist in the successful recruitment of vacancies and ensure safer recruitment practices are followed
- Ensure all contracts of employment and offer letters are produced accurately and in a timely manner
- Manage and coordinate induction processes for new staff including probationary process and performance management as appropriate
- Manage and coordinate the process to ensure all job descriptions are current, reviewed annually and signed off as part of the annual appraisal
- To assist in absence management including sickness and leave of absences, producing regular data and arranging meetings
- To assist with Occupational Health and counselling referrals
- To maintain all year round staff annual leave entitlement
- Process overtime and mileage claim forms
- Update payroll records and HR systems
- To attend meetings and produce minutes of the meeting
- To assist in researching, developing and updating a range of HR policies and procedures ensuring statutory and legal compliance
- To produce letters for the HR team as required
- Assisting in the administration of staff benefits
- Ensure exit interviews are completed for all leavers ensuring collection of all school properties and items

PAYROLL SUPPORT


- To support the HR Manager in all matters relating to payroll in all schools within the Trust.
- Ensure all employee changes that affect an individual's salary are set up and recorded accurately on the payroll MIS and appropriate letters/evidence is signed, documented and accessible for the purpose of the finance audit.

OTHER RESPONSIBILITIES

- Provide general clerical support and undertake typing / word processing of correspondence, standard letters, reports, publications and other documents as required
- Provide cover for other colleagues when required
- To be responsible for understanding and keeping up to date with KCSIE and Safer Recruitment legislation/policies.

Central HR Officer Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • GCSE Maths and English at Grades C or above (or equivalent). • HR qualification at national level 3, or progress towards. • Knowledge and experience of various software packages i.e. Microsoft word and Excel. • Experience of HR/payroll software and other admin systems. • Experience of working within a team. 		<ul style="list-style-type: none"> • Relevant Business or administrative qualification. • Experience of producing minutes. • Experience of working within a school environment.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Ability to work professionally in a highly confidential environment. • Awareness of pension and payroll processes. • Excellent customer focused approach to work. • Methodical approach to completing work. • Attention to detail. • Ability to communicate verbally and in writing effectively and confidentially with persons at all levels. • Ability to work pro-actively to achieve efficiency and effectiveness. • Ability to organise own tasks and time with conflicting priorities and with minimum supervision. • Ability to work with tact, sensitivity and confidence. • Commitment to continuing professional development. • Ability to apply the principles of Equality and Diversity through all aspects of work, promoting this within the organisation. • A personal commitment to safeguarding young people. 		<ul style="list-style-type: none"> • Knowledge of teachers and local government pension schemes. • Knowledge of Teachers pay and conditions. • Understanding the financial and HR duties and responsibilities of a Multi-Academy Trust. • Knowledge of safer recruitment processes. • Knowledge of employment legislation and HR best practice.



"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



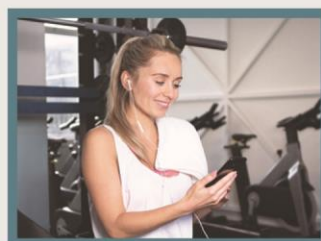
Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



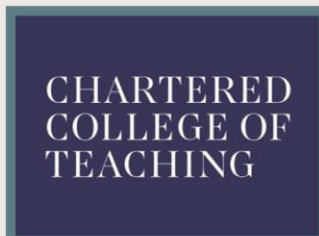
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.

Oak Learning Partnership

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recruitment@oaklp.co.uk

www.oaklp.co.uk

