

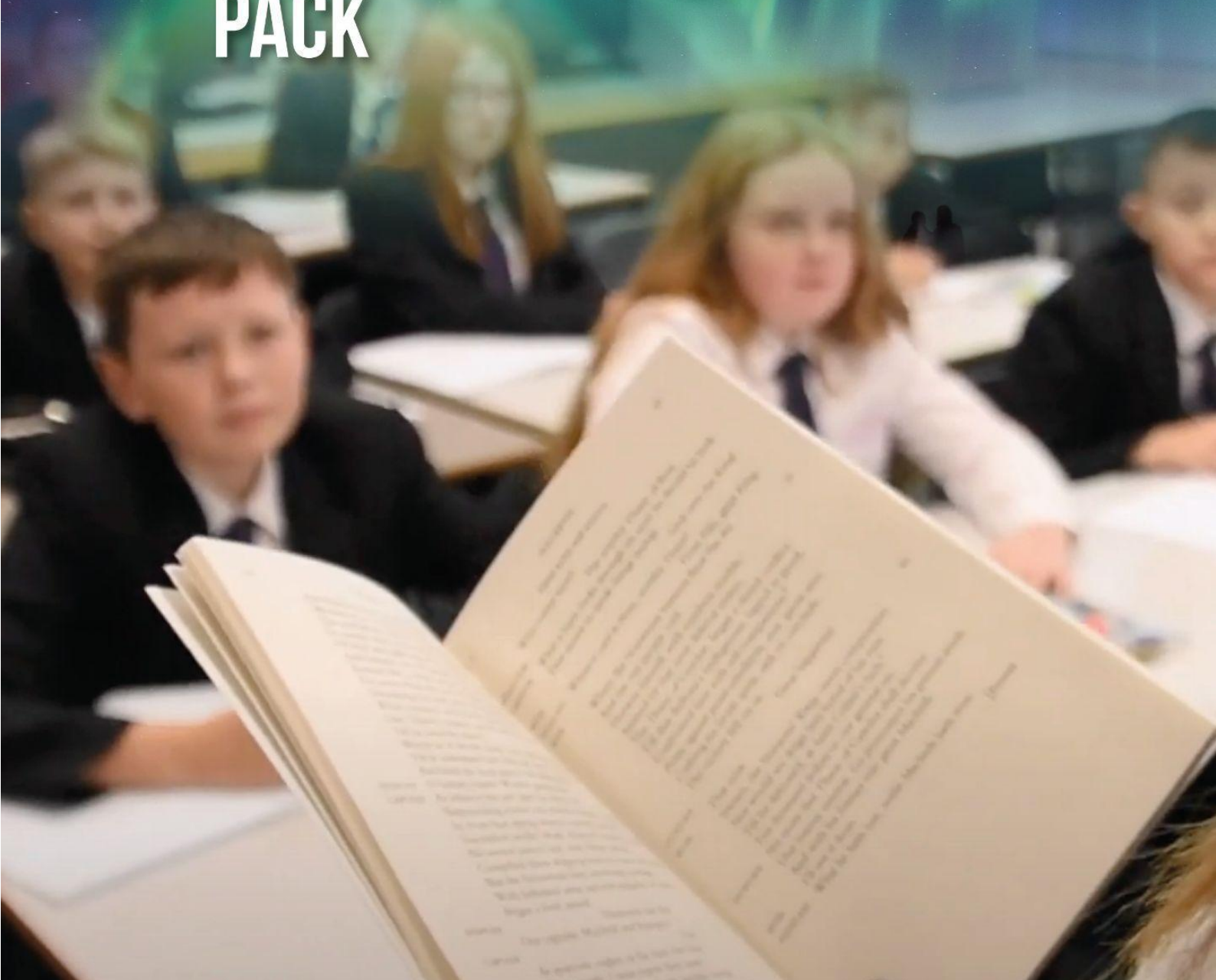


Northern
Lights

LEARNING TRUST

HR ADVISOR
CENTRAL TEAM

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising nine schools – primary and secondary – and over 4,000 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy

Sunderland



Grange Primary School

Hartlepool



Hart Primary School

Hartlepool



Holley Park Academy

Washington, Sunderland



Ian Ramsey CE Academy

Stockton-on-Tees



St Aidan's CE Academy

Darlington



St. Helen's Primary School

Hartlepool



St. Peter's Elwick CE Primary School,

Hartlepool



Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of HR Advisor within Northern Lights Learning Trust. We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust, we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, 'I am proud to work for a forward-thinking Trust who put people development at the heart'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.
Yours sincerely

Jo Heaton
Chief Executive Officer

HR ADVISOR

Permanent position required as soon as possible

Based at Seaham Central Offices

NJC SCP 18-22 £29,269- £31,364

37 hours per week, all year round

Northern Lights Learning Trust are seeking to appoint a HR Advisor to join our friendly, supportive and forward-thinking Academy Trust. The role will be based at the Trust Central Offices in Seaham. We are looking for an HR professional with excellent people management and interpersonal skills who is able to interact with staff at all levels.

You will have a flexible 'hands on' approach to the role and be able to apply yourself to a full range of People matters within the People team. Part of the service includes employee related meetings with Senior Leaders, promoting staff benefits and supporting employees on matters such as pay and retirement queries.

As an HR Advisor you will work alongside our Director of People, overseeing the HR service delivery to a group of schools, providing day to day support and advice to Headteachers and senior leaders on HR policy, legislation, recruitment, compliance and employee relations - supported by an external HR legal professional service. You will also coordinate completion of the payroll function through a third-party provider.

The ideal candidate will hold a CIPD level 3 or relevant experience. To ensure the Trust has capacity to continue to deliver a high quality and effective HR service to our schools as we grow, we are committed to training the right candidate and therefore you should be willing to work towards a level 3 if you do not already hold this qualification.

The successful candidate will:

- Be a professional with generalist HR experience
- Have previous experience of managing recruitment
- Have a robust working knowledge of HR processes
- Be great with systems and data and have a great level of attention to detail
- Able to prioritise tasks and manage time effectively
- Have a passion for supporting the implementation of new systems.

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.
- Employee welfare package, including 24-hour GP access and a whole range of wellbeing services.
- Employee benefit package including high street discounts and salary sacrifice schemes (in development).

CLOSING DATE:

Applications must be received by: Monday 1ST July 2024 at 9am

Short Listing will take place on: Tuesday 2nd July 2024

Interviews will take place on: Friday 5th July 2024

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact Leanne Kirk, Director of People and Resource Management on 01915947033 (option2).

JOB DESCRIPTION

Post:	HR Advisor
Responsible to:	Director of People and Resource Management, Chief Operating Officer
Responsible for:	The day-to-day operational HR functions for a group of schools within our Trust. Duties will include initial HR queries, contracts, recruitment, absence management, wellbeing, benefits, policies and procedure, payroll, and safeguarding (SCR). This role will also offer support and guidance to Headteachers/Head of School.
Salary band:	NJC 18-22
Start date:	As soon as possible

Job Purpose:

Key Responsibilities

To provide day to day support and advice to Headteachers and senior leaders on HR policy, legislation, compliance and employee relations. To promote staff well-being and benefits, and to support employees on matters such as pay and pensions. To deliver effective recruitment, selection and retention solutions, all within HR best practice and legislative guidelines.

Main Duties include:

- Provide day to day HR support to a range of employees on staffing related issues, such as maternity / paternity, family friendly rights, staff pay, grievances and disciplinary issues
- Work closely with schools to assist Headteachers to understand and implement policies, procedures and legal requirements
- Support Headteachers with investigations including preparation of relevant documentation
- Recruit staff, which involves preparing job adverts, DBS checks, checking application forms, shortlisting, interviewing and selecting candidates
- Monitor and assist Headteachers in the application of the Trust's attendance policy
- Support with signposting to Occupational Health provisions, provide advice and support to senior leaders and employees during welfare and absence review meetings

- Collaborate with senior leaders to embed compliance around policies and procedures through Every system, providing support where needed
- Administer employee benefits, advising on pay, employee services and other remuneration issues including contractual changes
- Ensure effective communication, whilst remaining discrete respecting the confidential nature of the HR role.
- Advise on pay and other remuneration issues, including promotion and benefits
- Be responsible for the accurate and up-to-date personnel records in accordance with statutory and audit requirements
- Ensure timely completion and submission of all required paperwork, following up as needed to maintain accurate records
- Keep up to date with developments in employment legislation and human resource best practice
- Ensure accurate and timely input into the payroll system, responding to payroll queries
- Processing contractual and payroll records in line employment law/ legislation and Trust procedures
- Support through disciplinary/issues with minute taking and confirming the outcome of hearings
- Provide monthly reports around absence, recruitment, retention, flexible working and employee data
- Ensure Single Central Record is kept up to date and compliant
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Promote equality and diversity within the Trust
- Support schools across the Trust with statutory training compliance
- Support with developing and implementing policies on issues like working conditions, equal opportunities, disciplinary procedures and absence management
- Any other reasonable duties as required

This job description and the particular responsibilities are not exhaustive and will be under periodic review to ensure it meets the changing needs of the Trust.

Other Duties

- Carry out any other duties commensurate with the role as directed by the Director of People and Resource Management
- Participate in the Performance Management.

Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;

- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION OFFICE MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
EDUCATION	1. GCSE grade 4/C or above in Maths and English (or equivalent) 2. Other qualification in a relevant field and/or relevant experience	3 CIPD level 3 related qualification in HR or equivalent. 4 Experience of successfully working in a HR environment	Application Certificates
EXPERIENCE	1. Experience of being an effective member of a team 2. Experience of HR recruitment and selection processes 3. Experience of producing personnel files	4 Experience of Developing job descriptions and person specifications. 5 Previous experience of implementing policies. 6 An understanding of managing absence and disciplinary cases.	Application Interview References
SKILLS AND KNOWLEDGE	1. A understanding of and ability to	9. An understanding of data	Application Interview References

	<ul style="list-style-type: none"> use a payroll system 2. Working knowledge of Microsoft Office 3. Ability to manage, analyse information and compile reports. 4. Ability to communicate verbally and in writing 5. Organisational and problem-solving skills. 6. Multitasking, time management and prioritisation 7. Excellent Literacy and Numeracy skills 8. Awareness of safeguarding requirements in a school. 	<ul style="list-style-type: none"> protection and confidentiality. 10. Knowledge of training compliance. 11. Knowledge of School policies and procedures 12. An understanding of employment laws. 	
<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> 1. Empathetic approach and integrity at work. 2. Professional, positive and flexible approach 3. Ability to be enthusiastic and motivated while working in a fast paced - environment 4. To uphold confidentiality at all times 5. Demonstrate equality in the workplace. 6. Ability to establish and maintain good relationships 		<p>Work related tasks Interview References</p>

OTHER	<ol style="list-style-type: none"> 1. Willingness to undertake further training 2. Recommendation from both referees 3. Fully enhanced DBS clearance with children's barred list check 		References Enhanced DBS certificate
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References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.