



PARK HOUSE SCHOOL

RECRUITMENT PACK



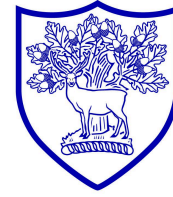
Proud to be part of the

GREENSHAW
LEARNING TRUST

Park House School,
Andover Road,
Newbury, RG14 6NQ

Telephone: 01635 573911

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PARK HOUSE SCHOOL

Dear candidate

Thank you for your interest in the role of HR Manager at Park House School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision. This is best evidenced by our incredible results in the summer exams of 2023 and 2024. Whilst the nation's results plummeted back to pre-pandemic levels, Park House has had two years of significant improvements and in 2024 attained their best results ever at both GCSE and A-Level. Furthermore, the school has attained the highest grades at both GCSE and A-Level in West Berkshire. Progress 8 is again well above the national average this year at +0.6.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Park House School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Apprentice Abi May, amay@parkhouseschool.org. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

James King, Headteacher

ABOUT OUR SCHOOL

At Park House School, we have built our ethos on a strong set of core values which underpin everything that we do - Work Hard, Be Kind, Take responsibility. Our aim is to give students at Park House School a better chance of success than if they attended any other school in the country.

Working hard, Being Kind, and Taking responsibility underpin the standards that all staff and students work to meet every day, and run through all aspects of school life.

Work Hard

We all strive to work hard, and have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day, and ensure that every minute of every lesson counts!

Be Kind

We endeavour to remain polite and courteous to each other at all times, in all aspects of school life. Kindness is vital to ensure we create a friendly working environment for both staff and students, and to maintain a sense of togetherness and joy within the school at all times.

Take Responsibility

We admit our mistakes, accept the consequences, and learn to grow together. The most important thing is that we all learn from our mistakes, and use them to become a better version of ourselves.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale, Grade H, points 23-28, £33,366 - £37,938 per annum (£29,852 - £33,942 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours per week, Monday to Thursday 8:30am-4:30pm, Friday 8:30am-4pm.

Term Time only + 10 days (46.652 weeks)

PLACE OF WORK

Park House School, Andover Road, Newbury, RG14 6NQ.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	HR Manager
Responsible to:	Regional HR Partner

- The HR Manager is an essential role in managing the HR provision within the school. This is a stand-alone role reporting to a Regional HR Partner within the Trust. The post-holder will be responsible for operational HR, ensuring compliance with Trust and school policies and procedures, employment and education legislation and best practice, as well as promoting effective employee relations.

HR

- Lead on the management of all HR, employment and employee matters for the School.
- Advise line managers on policy implementation.
- Coach and support line managers to develop their people management skills across a range of HR activities.
- Lead on ensuring data retention of staff / candidate data is kept in line with policy and GDPR.
- Understand the multiple variations of terms and conditions of staff, in addition those driven by TUPE and ensure compliance.
- To be responsible for the coordination and production of letters of appointments and contracts to all employees, including carrying out relevant employment vetting checks, to include: DBS; right to work, overseas checks; TRA checks; qualifications, references etc.
- Lead on holding and keeping the School's SCR up to date and in line with national guidance and Ofsted requirements.
- Meet with Ofsted inspectors during inspections and be accountable to them and the Headteacher for ensuring the School continues to have an accurate SCR.
- To be responsible for implementing the induction process for all new staff, governors and visitors; this includes organising vetting checks, arranging IT logins, issuing ID badges.
- To be responsible for organising probationary review meetings for all staff and 5-year service letters for all support staff.
- To ensure that all staff personnel details are included in individual secure personnel files and the School's HR portal is fully maintained.
- Complete the School Workforce Census.
- Oversee and manage staff absence procedures, to include:

- o ensuring Fit for Work certificates are sent in by the absent staff member;
 - o logging all absences onto NEO People and for payroll purposes;
 - o compile statistical absence reports as required;
 - o ensure effective absence management and occupational health procedures are in place;
 - o support line managers in absence management and promoting staff wellbeing;
 - o monitoring absence records and ensuring procedures are following to instigate different stages of the procedures in due course;
 - o organise and oversee return to work meetings and formal stage meetings, ensuring line managers are following the procedures and produce letters as per GLT templates;
 - o process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary, and;
 - o ensure there is a consistent and regular line of communication with all absent colleagues.
- Monitor and record annual leave and holiday working for all support staff on 52-week contracts.
 - Coordinate and liaise with the appropriate body to ensure the registration and appropriate induction of Early Careers Teachers (ECT).
 - To be responsible for processing statistical information from the school's database system/s for personnel matters, such as payroll and staff details as requested by the Greenshaw Learning Trust.

EMPLOYEE RELATIONS

- Attend informal and formal meetings in an advisory capacity, supporting the meeting Chair.
- Maintain comprehensive records in line with policy and legislation to ensure the Trust is able to defend its position at an Employment Tribunal if necessary.
- Establish and maintain excellent working relationships with agreed Trade Union Representatives within the school.
- Keep up to date with relevant employment law and GLT policies and procedures.
- Actively contribute to organisational change efforts such as restructuring, redundancy and TUPE in conjunction with Regional HR Managers.

RECRUITMENT

- Manage the recruitment process for internal and external recruitment liaising with SLT to develop job descriptions and person specifications to meet school and legislative requirements.
- Manage and maintain relationships with recruitment agencies for the provision of temporary and supply staff where needed.
- Oversee and manage the vetting and induction of supply staff to ensure safeguarding is met.

- Ensure all aspects of Safer Recruitment are adhered to with structured systems in place to record appropriately.
- To manage the administration relating to recruitment, to include:
 - Advertisements
 - Co-ordinating applications
 - Short-listing procedures
 - Interview arrangements
 - Safer recruitment matters
 - Vetting and barring checks
 - Reference requests
 - Be the first point of contact for all prospective candidates

PAYROLL AND PENSIONS

- To be responsible for the management of payroll and pensions for the school's directly employed staff.
- To oversee the Teachers Pensions portal and carry out tasks assigned by Teachers Pensions and requested by GLT HR.
- Ensure that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions.
- Prepare monthly returns including:
 - New starters, contract changes and leavers
 - Additional hours (overtime & additional payments)
 - Sickness and absence deductions
 - Maternity, paternity, shared parental leave and pay etc
 - Salary sacrifice deductions
 - Changes in personal details
 - Checking salary report for accuracy, correcting where necessary, liaising with staff on salary changes
 - Reconcile the monthly payroll figures and ensure payments are allocated to correct budget
 - Support the Finance Business Partner to maintain an accurate staffing salary budget.
 - Submit relevant data to the TPS/LGPS in accordance with the Service Level Agreement with the school and the Greenshaw Learning Trust.
- Administer the annual pay review process for both teaching and support staff.

STAFF TRAINING

- Coordinate the performance management process for support and teaching staff to ensure that meetings and relevant supporting paperwork are completed within the appraisal timescale.
- Coordinate staff training needs following the appraisal cycle for all staff and maintain the staff training records to include all training on a regular basis.
- Be responsible for ensuring that all staff have completed the Educare training modules relevant to their role, as defined by the Greenshaw Learning Trust.

OTHER RESPONSIBILITIES

- Undertake projects as assigned by the Headteacher and/or Regional HR Partner ensuring agreed outcomes are delivered in a timely manner.
- To undertake any other similar duties as reasonably directed by the Headteacher and Regional HR Partner.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications, training, skills and experience		
Educated to at least A-level standard (or equivalent)	x	
Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics Experience of working in a Human Resources related environment	x	
CIPD Level 3/5 qualification	x	
Good knowledge of employment law knowledge and understanding of key HR processes e.g. recruitment, appraisals, absence management	x	
Working knowledge of relevant HR issues and an up-to-date understanding of HR good practice	x	
Experience of HR systems and databases as well as excellent computer literacy	x	
Experience of managing a payroll system and some knowledge of PAYE	x	
Experience working in a school or similar establishment		x
Experience of school data and information systems in a school environment		x
Understanding of Teachers Pensions / LGPS		x
Personal Attributes		
Ability to use initiative to improve process and to be creative and analytical in order to find solutions to complex HR issues	x	
Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Excellent verbal and written communication skills, and the ability to communicate with colleagues, pupils/students, parents/carers and other visitors in a professional manner	x	
Good interpersonal skills and an ability to develop and maintain effective working relationships	x	
Efficient, accurate and excellent attention to detail	x	
Ability to work under pressure and to strict timelines	x	
Excellent organisational and administrative skills	x	
High standard of literacy and numeracy	x	

Additional Requirements		
Knowledge and understanding of the education sector, a desire to work in a school, and a willingness to contribute to various aspects of school life	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on 1st May 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **6th May 2025**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW LEARNING TRUST



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Sutton SM1 4AF



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