



GREENSHAW
LEARNING TRUST



HR Manager
Recruitment Pack

ALWAYS
LEARNING

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Dear Candidate,

Thank you for your interest in the post of HR Manager at Holmleigh Park High School. The successful applicant must be high performing and passionate about HR and education, and the improvement of life changes for our children.

Holmleigh Park is an ambitious academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community.

We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

Why join us?

- **Impeccable behaviour:** Our centralised behaviour system is incredibly simple, meaning every minute of every lesson is disruption-free.
- **A common-sense approach to workload:** We only expect live-marking in class, and we work collaboratively across the trust to ensure all lessons are resourced centrally.
- **Our commitment to genuine development:** Our CPD is based on Rosenshine's principles of teaching, and all teaching staff (including the Headteacher) receive coaching feedback at least every fortnight.
- **The opportunity to make a difference:** Our school is improving incredibly quickly, and we're proud that our students achieved the tenth biggest improvement in Progress 8 in the country from 2019 to 2022.
- **The quality of living:** Our easily accessible location is just 15 minutes from the Cotswold Hills, and is within commuting distance from Cheltenham, Bristol and Cardiff.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive characters.

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 comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Holmleigh Park High 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 websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at mshellard@greenshawlearningtrust.co.uk We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I look forward to hearing from you soon.

A handwritten signature in black ink, appearing to read 'Dan Hudson', written in a cursive style.

Dan Hudson, Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

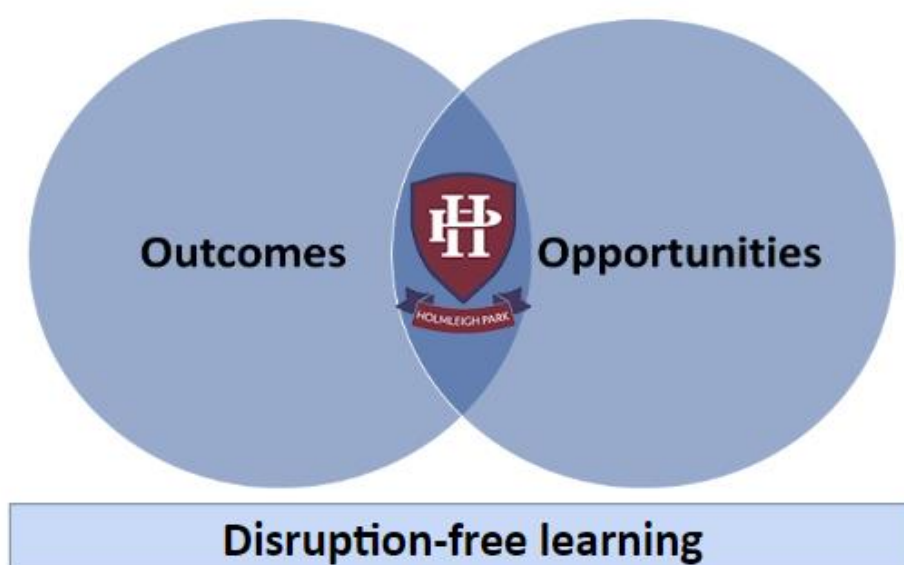
The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme

Working at Holmleigh Park

We are very clear about what we do and don't do:

What we do:	What we don't do:
Fully resourced curriculum for KS3-4	No disruption permitted in lessons
No-nonsense teaching – we prioritise expert modelling and deliberate practice	No fads – we have a School Improvement Plan and we stick to it!
Short, regular CPD with regular formative feedback for everyone (including the Head!)	No individual lesson plans
Simple and effective IT – dual screens and visualisers in every classroom	No graded or high-stakes observation
Large-growing Sixth Form	No gimmicks – card sorts, diamond 9s, posters, differentiated objectives
A commitment to staff wellbeing	No hours of marking – just 2x assessments a year and Whole Class Feedback
A commitment to continuously improving and never standing still as a school	No unnecessary bureaucracy – we only collect data we will use, and no written reports



Terms and Conditions

Line Managed by:	Regional HR Manager
Line Management:	n/a
Contract:	Permanent
Salary:	NJC Point 23 - 28, £29,381 - £33,569 per annum (£32,076 - £36,648 FTE) Starting salary and pay points will be aligned with the NJC spine on experience and qualifications of the postholder
Hours of Work:	36 hours per week, Monday to Friday, term time only, plus INSETS plus 10 days to be worked in the holidays
Place of Work:	Holmleigh Park High School, Holmleigh Park, Tuffley, Gloucester. GL4 0RT
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	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 annual holiday entitlement is 26 days plus 2 extra-statutory days.
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description - HR Manager

Job purpose

To provide a comprehensive and effective HR and Finance administrative support service to the School. The postholder will play an important role in running of the School and ensure a professional and efficient HR and Payroll support service is provided at all times.

Main duties and responsibilities

Human Resources

- 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 and candidate data is kept in line with policy and GDPR.
- Understand the multiple variations of terms and conditions of staff 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
 - medical clearance
 - right to work
 - qualifications
 - references
- Lead on holding and keeping the schools 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. This includes compiling the Workforce Census.
- Oversee and manage staff attendance procedures, to include,
 - Issuing sickness certificates and leave of absence forms.
 - Logging all absences in staff personnel files and notifying payroll.
 - Compile statistical absence reports.
 - Ensure there is a consistent and regular line of communication with all absent colleagues.
 - Process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary.
 - Organise sickness review and return to work meetings where applicable.
- Monitor and record annual leave and holiday working for all support staff.

- Coordinate and liaise with the appropriate member of SLT to ensure the successful induction of Early Careers Teachers (ECT).
- To be responsible for processing statistical information from school's database system/s for personnel matters, such as payroll and staff details as requested by the Greenshaw Learning Trust.

Employee Relations

- Attend 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
- Ensure effective absence management and occupational health procedures are in place, support line managers in absence management and promoting staff wellbeing
- Good knowledge of relevant employment law
- 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
- 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
- To undertake any other similar duties as reasonably directed by the Headteacher.

Payroll

- To be responsible for the management of payroll and pensions for the School's directly employed staff.
- Ensure that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions
- Prepare monthly returns including:
 - contract changes
 - additional hours (overtime & additional payments)
 - new starters and leavers
 - sickness deductions
 - maternity and paternity pay
 - deductions for salary sacrifice schemes
 - changes in personal details

- salary sacrifice deductions
- Checking the salary report for accuracy, and correcting where necessary liaising with staff on salary changes.
- Reconcile the monthly payroll figures and ensure payments are allocated to correct budgets.
- Support the Finance Analyst to maintain accurate staffing salary budgets.
- 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.

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 in order to ensure the welfare of children and young persons.

Other responsibilities

- Line manage HR Admin staff within the school, undertaking all duties inherent in this including appraisals, managing and recording annual leave, sickness, and performance
- Undertake projects as assigned by the Headteacher and/or Regional HR Manager ensuring agreed outcomes are delivered in a timely manner
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder.
- The line manager/Headteacher may stipulate other reasonable requirements.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Make a positive contribution to the wider life and ethos of the school. Perform any reasonable duties as requested by the Headteacher.

This job description will be reviewed regularly and may be subject to change.

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.

Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and experience:	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ● Educated to at least A-level standard (or equivalent) ● Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics ● Experience of working in a Human Resources related environment ● CIPD Level 3 or willingness to obtain qualification ● Knowledge and understanding of key HR processes eg recruitment, appraisals, absence management ● Working knowledge of relevant HR issues and an up-to-date understanding of HR good practice ● Experience of HR systems and databases ● Experience of managing a payroll system and some knowledge of PAYE ● Practical experience of word processing, excel, e-mail and other office electronic applications 	<ul style="list-style-type: none"> ● Experience of working in a school or similar establishment ● Experience of school data and information systems in a school environment (Bromcom) ● CIPD Level 5 qualification
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ● Ability to use initiative to improve process and to be creative and analytical in order to find solutions to complex HR issues ● Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner ● Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion ● Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations ● Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner 	

<ul style="list-style-type: none"> ● Good interpersonal skills and an ability to develop and maintain effective working relationships ● Efficient, accurate and excellent attention to detail ● Ability to work under pressure and to strict timelines ● Excellent organisational and administrative skills ● High standard of literacy and numeracy 	
Additional Requirements:	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ● 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 ● Desire to enhance and develop skills and knowledge through CPD ● 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 ● Recognition of the importance of personal responsibility for Health and Safety ● Commitment to the school's ethos, aims and its whole community 	

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on **Sunday 02nd June 2024**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Monday 3rd of June 2024**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on **Wednesday 5th of June 2024**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

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

6. Additional information

For further information, please contact Michelle Shellard, Regional HR Manager via email: mshellard@greenshawlearningtrust.co.uk

7. Safeguarding

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 successful applicant will be subject to an Enhanced DBS and barred list check.