



Glyn
School

**People Operations
Advisor**

Dear Applicant,

Thank you for your interest in our vacancy. Glyn School is a comprehensive school for boys aged 11 to 16, and a successful mixed Sixth Form. Founded in 1927, we have a rich history of academic excellence, sporting prowess, artistic achievement and service to the community. The school carries the responsibility of being graded 'outstanding' by Ofsted in 2000, 2012 and again in 2023. We have the privilege and responsibility of being a founder member of GLF schools, a Multi Academy Trust (MAT) where the focus on collaboration, leadership and school improvement enables students to 'Grow, Learn and Flourish'.

Glyn School are seeking to appoint an additional Learning Support Assistant to join our friendly and supportive team within the SEND & Inclusion Faculty.

At Glyn School we hold high expectations of all our students in every respect. We aspire to provide students with an outstanding learning experience each and every day. Every decision that we make is centred on their learning and achievement as we seek to enable each one to meet and exceed their potential. Our incredibly dedicated and talented staff never give up on a student.

Glyn School's Vision



Glyn School inspires a love of learning and achievement that is founded on the virtues of integrity, kindness, respect and endeavour. Every person is highly valued and encouraged to achieve their full potential. Students are supported to develop and express their character, empowering them to positively contribute to their community. We are a values-driven school and thus our values underpin all we do.

Integrity and Respect - Integrity means 'doing the right thing, even when someone isn't looking'. A school community motivated by integrity and embodying a true understanding of respect and care for others is a successful school. We foster mutual respect between all members of our community and help students develop self-confidence and self-respect, so that they become well-rounded young people.

Kindness - Kindness is a type of behaviour marked by acts of generosity, consideration, showing assistance or concern for others, without expecting praise or reward. Our culture is positive and supportive, which increases students' sense of belonging and happiness towards their learning and school experience.

Endeavour - We nurture students to strive to achieve their true potential through perseverance, hard work and resilience. We place an importance on teamwork and developing independence, where all students are encouraged to embrace challenge, which leads to success and achievement.

Tenax propositi ulteriora peto: Firm of purpose I seek for nothing but the best.

We also continue to use the original school motto from 1927. This is an important part of our heritage and a reference point for our ethos and is proudly worn on the schools' blazers.

We firmly believe that colleagues who feel supported and valued impart their passion and enthusiasm to their students that ultimately sees the young people we teach make exceptional progress. We want you to enjoy working at Glyn School and we warmly welcome you to visit us and experience our vibrant, thriving and supportive atmosphere that makes Glyn the right choice for you.

Mrs Jo Garrod
Head of School

Mr Matt Duffield
Executive Headteacher

Job Description			
Job Title	People Operations Advisor	Job Reference	
Location	Glyn School	Travel required	Occasional
Grade	Senior Specialist	Responsible to	Regional People Partner
Core purpose			
<p>To work closely with the Regional People Partner and School Leadership Team in the development of People support to the school.</p> <p>Provide advice and managing through to successful resolution, first line HR matters under the direction and guidance of the Regional People Partner. On more complex matters, consulting the Regional People Partner as appropriate.</p> <p>To be responsible for the effective and efficient provision of People & Payroll Operations Support to the school ensuring transactional people administration for the school is delivered, meeting deadlines and providing first class support.</p> <p>To ensure effective communication with finance colleagues to support accurate budgeting and workforce planning at an operational level, to support the Regional Team and the School Leaders to make informed decisions.</p>			
Key Accountabilities			
Operational HR			
<ul style="list-style-type: none"> To provide first line support, in consultation with the Regional People Partner, including best practice advice to Head of School and Executive Head Teacher on HR and line management matters, e.g. probationary, performance management, absences, etc. To take accountability for the management of dedicated People casework, ensuring legislation, policy and best practice are followed and options and risks are clearly explored and analysed. Advise, support and coach line managers on the interpretation and application of school and GLF policies, processes and procedures, ensuring these are applied fairly and consistently. Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks, seeking advice from and escalating to the Regional People Partner where appropriate. To support exit interviews, retention interviews and analysis and reporting as required. Maintain accurate People data and records, supporting the provision of people operations management information and support including implementing and processing contractual changes for staff and supporting payroll administration each month. Support the People Operations team in identifying, implementing and streamlining people processes and procedures. Work closely with the School Leadership Team to effectively align school staffing needs. Work in close partnership with the central Finance Team to produce the forecast of staffing plans. To support the Regional People Partner with People metrics to deliver the Trust's internal and statutory reports. Where appropriate, support the Regional People Team with key People projects. 			
Recruitment & Onboarding			
<ul style="list-style-type: none"> Coordinate and manage the recruitment process, including advertising, shortlisting and the selection process, in compliance with Safer Recruitment guidelines and GLF Recruitment Policy. Complete all required pre-employment checks, including DBS, Right-to-work and Safer recruitment checks. Manage and execute the on boarding process for new starters, in line with GLF and School Procedures. Ensure that all documentation, including employment contracts are in place for the new starters. Implement the induction and probationary processes for the school, in conjunction with the School Leadership Team. 			
Payroll			
<ul style="list-style-type: none"> Have an awareness and understanding of payroll authorisation and submission procedures, in line with Trust Payroll and Audit Procedures. Execute the payroll authorisation and submission processes with accuracy and on time, complying with payroll deadlines. 			

- Validate and check pre payroll reports to ensure accuracy of pay slips in line with GLF procedures.
- Maintain accurate and relevant payroll authorisation records, in readiness for internal & external audits.
- Carry out pay-related calculations, as required, for advising staff on any changes to pay. This includes an understanding of the GLF Pay Policy and computing pay calculations for teaching, associate and casual staff.
- Have an understanding of the GLF Pay Policy and computing pay calculations for teaching, associate and casual staff.
- Have an awareness and understanding of other pay-related aspects, including pensions, deductions and taxes.
- Be the first point of contact within school for employee queries related to pay and payslips, coordinating with Surrey Payroll, and the People Partner as needed.

Absence Management

- Track staff absences and ensure return to work interviews are held with the staff member's line manager after every sickness absence.
- Ensure the attendance management policy is followed and that meetings are held as set out in the policy; managing short term persistent absence and long term, keeping the Senior Leadership Team up to date with attendance issues and liaising with the Regional People Partner over complex cases as required.
- Support the completion of Occupational Health referrals in a timely manner.
- Ensure regular contact is maintained with all absent employees on a regular basis and when absence reaches policy trigger points.
- Support the completion of ill health and retirement pensions paperwork, in conjunction with the Regional People Partner.

Compliance

- To work with the Head of School ensuring recruitment forms are completed for all vacancies keeping a log in consultation with Regional People Partner and Regional Finance Partner.
- To produce offer letters and contracts of employment.
- To ensure accurate completion of the school workforce census annual return.
- To ensure accurate and timely payroll and pensions submissions in line with Trust payroll and audit process and procedures.
- Maintain an accurate and up-to-date Single Central Register for the school (an OFSTED requirement).
- Ensure that the GLF and School Safeguarding policies are implemented, specifically with respect to DBS checks, Single Central Register, and required pre-employment checks taking appropriate action where appropriate.

Data Management & Reporting

- Maintain accurate electronic employee records in the school's electronic system (Bromcom). This will include responsibility for data entry, regular and ad-hoc data reporting, generating reports for analysis.
- Maintain up-to-date records on employment contracts, pay data, TLRs, maternity/paternity and other relevant staff information.
- Prepare HR reports by collecting, analysing and summarising data and trends.

Professional Development

- Be responsible for own professional development.
- Actively engage in training provided by GLF for continued professional development.

Other duties

- Undertake additional duties and/or tasks as directed by the Head of School to ensure the smooth operation of the school, and adherence to statutory regulations.
- Work with Regional People Partner, the wider People Team and other schools in the Trust to establish good practice, provide training and offering support where required.
- To be aware of changing employment legislation and new developments.
- Undertake any other duties commensurate with the post as directed by the Regional People Partner and School Leadership Team.
- Cover for absent colleagues and undertake other duties commensurate with the grade.
- Support GLF HR projects as and when appropriate.

Accountability

- Head of School / Regional People Partner

- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

	Essential	Desirable
Education and Training		
Educated to level 2 in English and Maths	√	
SBM qualification with HR element or equivalent experience		√
HR qualification Certificate in Personnel Practice (CPP) or other relevant qualification) or a Level 3 (or above) HR qualification, or equivalent experience.	√	
Educated to degree level or equivalent		√
CIPD recognised HR qualification		√
Evidence of commitment to continuous professional development	√	
Professional Experience		
Experience of supporting managers in all areas of People matters including recruitment, People policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, etc.	√	
Experience of using Management Information Systems (Bromcom is desirable).	√	
Experience of working as a SBM and/or operational HR experience		√
Proven experience of supporting the delivery of HR policies and strategies, and apply this to real situations		√
Experience of working with senior managers/headteachers and other key stakeholders across an organisations	√	
Experience of working in a school environment with involvement in cross operational functions such as office administration, finance administration and or HR administration		√
Knowledge and Skills		
Ability to provide initial advice and guidance to line managers	√	
Strong administrative and organisational skills	√	
Knowledge of the application of terms and conditions of employment and the employee relations framework	√	
Knowledge of recruitment fundamentals, including safer recruiting	√	

Good IT skills. including the ability to confidently use Microsoft Word and Excel and Google Drive	√	
Good numerical skills with the confidence to work with payroll and other data	√	
Knowledge of HR systems and their effective application		√
Ability to work proactively with recruitment, engaging with applicants and ensuring that the applicant experience is good	√	
Excellent written and communication skills including the ability to tailor communication to a range of audiences using a variety of mediums	√	
Strong prioritisation and organisational skills with the ability	√	
Ability to work to tight and changing deadlines	√	
Ability to work to a high level of autonomy using own initiative	√	
Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others	√	
Able to plan and manage a busy and varied workload	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	

Making an application

Please apply by the closing date shown in the online advert. In the event of difficulty, please email Shelley Anderson s.anderson@glynschool.org.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview, we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion, but we should like to thank you for your interest in working at Glyn School.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a high level of response. Therefore, we would recommend that you submit your application as early as possible.

References

When providing details of referees, applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Interviews

The interview process will include an interview and an activity and a school tour. Please note due to high numbers of interested candidates, we will only contact candidates whose applications are shortlisted to attend interview.

Safeguarding

Glyn School is fully committed to safeguarding. If you are invited for interview, you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

Data Protection

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.