

Human Resources Officer

The Rowan Learning Trust Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in our Human Resources Officer vacancy at The Rowan Learning Trust.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what the Rowan Learning Trust is about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P Rimmer
Chief Executive Officer
The Rowan Learning Trust



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 14 sites
- 800+ employees
- 5 local authorities
- £40,000,000+ annual budget
- 80+ governors



RLT Central Team

At the heart of RLT is a highly skilled Central Team, whose work underpins the success of our schools and ensures that our mission, to maximise potential for all, is realised across every setting.

Operations and Finance

The Operations and Finance team ensures the Trust's infrastructure, finances and resources are managed effectively and sustainably. Their work enables schools to focus on teaching and learning by providing robust systems and support in areas such as:

- Financial planning, budgeting and reporting
- Payroll, audit and VAT compliance
- IT infrastructure and lifecycle management
- Premises compliance and condition surveys
- Procurement and contract management
- Risk management and statutory reporting

People and Culture

The People and Culture team are responsible for creating a positive, inclusive and high performing work environment across all RLT schools. Their work supports the recruitment, development and wellbeing of staff, ensuring that every colleague feels valued. Key responsibilities include:

- Recruitment and retention
- Staff wellbeing and engagement
- Professional development and training
- Performance management
- HR policies and processes
- Equality, diversity and inclusion

Education

The Education team drives continuous improvement in teaching, learning and pupil outcomes across the Trust. Working closely with school leaders, they provide expert support and challenge to ensure that every child receives a high quality education. This includes:

- Curriculum development
- Data, attendance and behaviour reviews
- Headteacher performance management
- Safeguarding, SEND and pupil premium reviews
- Educational policy development and quality assurance

Organisational Management and Assurance

The Organisational Management and Assurance team ensure that the Trust operates with clarity, strong governance and high standards of accountability. It supports school improvement by providing accurate, tested information to the Board of Trustees and leading initiatives that reduce workload in the schools. Key responsibilities include:

- Governance and compliance
- Strategic planning and performance monitoring
- Policy development and quality assurance
- Communications, marketing and clerking support



Job Description

HUMAN RESOURCES OFFICER

Location:	The Rowan Learning Trust, 18 Beecham Court, Goose green, Wigan, WN3 6PR Office based, but the Human Resources Officer will be required to work across the Trust. This may involve regular, scheduled visits to other RLT sites.
Grade:	Grade 5, scale points 8-14
Working pattern:	37 hours per week, term time plus 2 weeks
Salary:	£26,824 - £29,540 FTE (£23,559 - £25,944 actual salary)

Overall Purpose of the Post

Under the reasonable direction of the CEO and Director of Human Resources:

- Ensure the efficient, effective and compliant Human Resources service for the Trust.
- Provide a range of human resource services, advice and support to the Senior Leadership Team of the Schools and CEO/Directors.
- Support the aims and objectives of the schools and Trust.

Key Responsibilities

- To support the Director of HR in delivering high-quality advice and support within the trust.
- Undertake a range of HR projects across the trust.
- To act as a first point of contact for staff across the trust.
- To provide an effective Human Resources administration service.
- Provision of advice to Headteachers, Senior Leadership and Trustees on employment Practices, pay and conditions of service, legal and best practice implications of employment issues.
- Advising and supporting a wide range of HR issues, including disciplinaries, capability, absence management, and grievance, together with attendance at meetings.
- Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
- Support on the development, implementation and monitoring of HR strategies, systems, policies, and procedures.
- Effectively gather, report, and use HR data and metrics to underpin best practice and effective people management and planning.
- Assist with the recruitment and selection process for the trust.
- Maintain the trust's Single Central Record.
- Provide consistent, open, and ongoing communication on all HR issues (including updating the staff portal and producing termly reports).
- Keep abreast of HR best practice, legislative changes, and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of HR activities and functions.
- Work with schools to coordinate regular employee satisfaction surveys.
- Support individual schools with their School Workforce Census return.
- Coordinate the staff benefits package, research and implement new benefits where appropriate

HR Administration

- Assist with the creation of recruitment adverts and the recruitment advertising process.
- Ensure that all administration relating to recruitment is co-ordinated, effectively communicated, handled efficiently and on a timely basis including inputting all vacancy data onto the HR System and interview packs for panels.



- Prepare payroll instructions for signature and submit to the payroll provider.
- Completion of administrative tasks required with regards to making offers of appointment, contracts of employments and pre-employment checks and updating the HR System accurately.
- Complete all other relevant safeguarding checks (as listed in the Single Central Record of Staff) before new staff commence employment, including relevant checks for Supply (Agency) workers and volunteers.
- Maintaining and monitoring absence management of staff, including arranging and attending absence monitoring meetings.
- Process starters and leavers in accordance with HR procedures.
- Draft appropriate correspondence on behalf of the department.
- Ensure all HR Service users receive excellent customer service and timely and accurate response times on their enquiries.
- Maintain a highly developed relationship with team members.
- Coordinate statutory returns, for example, national statistics returns, the gender pay gap report and the trade union facilities time report.

Staff Development

- Ensure that arrangements for staff development events and activities are in place as required.
- Co-ordinate the induction process for new starters ensuring that all new staff attend an induction.
- Monitor and ensure key training requirements are adhered to by staff i.e. ensuring all staff attend refresher safeguarding training.
- Expected to undertake other staff development co-ordination and administration as required.
- Monitor and promote the Apprenticeship Levy across the schools.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security reporting all concerns to an appropriate person.
- Maintain compliance with confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training and other learning activities and performance management as may be reasonably directed
- Other duties commensurate with the grade as specified by the CEO / Director of Human Resources.



Person Specification

The successful applicant will possess:

Essential

- CIPD qualified (or working towards)
- GCSE Grade C or above (or equivalent) in English and Maths.
- Previous HR experience.
- Previous experience of providing advice/guidance to managers and employees on a range of personnel/employment related matters.
- Previous experience in attending meetings covering a range of personnel related matters.
- High degree of competence and confidence in using Outlook, Excel and PowerPoint.
- Working knowledge of Employment & equal Opportunities legislation.
- Knowledge of the mechanisms involved in the investigation and resolution of a variety of HR issues, together with the ability to apply these mechanisms.
- Knowledge of developing and maintaining administrative and HR procedures.
- Ability to prioritise and work within defined procedures.
- Ability to assist individual employees on matters arising to their employment.
- Good oral and written communications skills.
- Ability to present training courses and information to a broad spectrum of individuals as required.
- Ability to prepare standard and non-standard letters and reports.
- Ability to assimilate information quickly and respond accordingly.
- Ability to establish and maintain relationships.
- An accurate and a meticulous approach to working.
- Ability to work under pressure and within strict deadlines.
- Be honest, reliable and motivated.
- Flexible approach to work.
- The ability to maintain confidentiality.
- The ability to work without direct supervision and as a member of a team.
- Excellent attendance and punctuality record.
- Commitment to attend relevant training courses for further development.
- Full driving licence.

Desirable

- Experience of working in a school environment.
- Knowledge of Local Government and National Conditions.



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be addressed to Mrs H Robinson (Director of Human Resources) and can be returned by email h.robinson@rlt.education

Alternatively, send a hard copy to:

Mrs H Robinson
The Rowan Learning Trust
18 Beecham Court
Goose Green
Wigan
WN3 6PR

Closing Date: 3pm, Friday 9th January 2025

Interview Date: TBC

The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Rowan Learning Trust is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464



Maximising Potential | www.rlt.education

The Rowan Learning Trust

JOB APPLICATION FORM FOR SUPPORT STAFF

The Trustees are committed to equal opportunities in employment and welcome applications from all sections of the community.

THE ROWAN LEARNING TRUST, 18 Beecham Court, Goose Green

Wigan, WN3 6PR

TELEPHONE: 01942 939023

EMAIL: p.robinson@rlt.education

1. POST APPLIED FOR

Post Applied For:		Ref No:	
Organisation:	The Rowan Learning Trust		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Work No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	



NOTICE PERIOD:	
MAIN DUTIES AND RESPONSIBILITIES	

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			



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6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates



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8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

(i)	Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer.

(iii)	Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources.
(i)	Do you hold a current and valid driving licence? YES/NO Please state category.....
(ii)	The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments? YES/NO
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO	
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.	

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.



11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	
EMAIL:		EMAIL:	
Can this reference be taken up immediately YES/NO		Can this reference be taken up immediately YES/NO	

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iv) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT



13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....

