



GREENSHAW
LEARNING TRUST



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RECRUITMENT PACK

Greenshaw Learning Trust,
ORU Sutton,
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Dear candidate

Thank you for your interest in the role of Regional HR Partner at Greenshaw Learning Trust. The Regional HR Partner will be supporting the Director of People and Head of HR to provide a professional, consistent and effective HR service to all GLT Schools, staff and stakeholders. This role will be supporting a group of schools within the Sutton / Outer London area and the role will require the provision of strategic advice and guidance on a range of HR issues. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

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 pupils. 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 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.

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.

The Trust and our 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 recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



ABOUT OUR DEPARTMENT

The HR shared service team currently consists of a Director of People, a Head of HR, a Recruitment Marketing Manager, Recruitment Marketing Officer, 4 Regional HR Partners, People Development Partner, and a HR Systems Manager. Each GLT school is supported by a designated HR Lead.

Director of People

The Director of People brings a strategic focus to HR, building its capacity to deliver organisational objectives. They support the Head of HR to focus on operational excellence whilst further developing Greenshaw Learning Trust's HR policies and people related strategies as more schools join the Trust.

Head of HR

The Head of HR is responsible for the overall operational management and delivery of HR and people practice across GLT. Also responsible for line management of regional HR partners and the overall HR team

HR Systems Manager

The HR Systems Manager is responsible for the management and maintenance of the Trust's HR database. This includes maintaining all data, ensuring data is managed confidentially and in accordance with DfE regulations. They add new schools to the database when they join and are responsible for the management of the Trust's self-service portal.

Regional HR Partners

The Regional HR Partners are the first port of call for schools – providing strategic and professional advice on all HR/ER related casework, payroll, pensions and recruitment.

They also:

- Lead and attend formal HR casework meetings (absence, disciplinary, capability etc) and support with the implementation of joining and new schools.
- Support the Head of HR with strategic HR project work and support the HR Systems Manager with the management of the GLT HR database and self-service portal.
- Develop and coordinate strategic reporting systems using the GLT database to improve efficiencies and reduce bottom line figures across the Trust.
- Support, guide and develop school HR leads.

People Development Partner

The People and Development Partner supports the Director of People to identify and deliver projects central to the My Career Matters strategy and directly addressing the Trust's strategic objectives, in particular that our people are motivated and successful with an emphasis on people processes that facilitate growth and development whilst managing legal risks in accordance with employment law.

Recruitment Marketing Team

The Recruitment Marketing Manager and Recruitment Marketing Officer are responsible for the development and management of recruitment activity across GLT, ensuring that the Trust is best placed to attract, retain and develop talent within our schools and The Shared Services. They are responsible for the full recruitment and onboarding cycle, managing all vacancies and recruitment support whilst ensuring that safer recruitment practices are followed, from the point a vacancy is identified up until an individual's first day.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC Outer London pay scale, points 38-43, £52,194 - £57,402 per annum. 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

36 hours per week, all year round

PLACE OF WORK

The Regional HR Partner will support a group of schools primarily located within the Sutton and Outer London region, with a requirement to support other schools within the Trust as part of the wider GLT HR Team. This post will be either home-based or working from the GLT Shared Service office in Oru Sutton, with regular travel to GLT schools as required.

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>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

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.

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:	Regional HR Partner
Responsible to:	Head of HR
Responsible for:	School based HR Leads

ROLE OVERVIEW

The Regional HR Partner will support the Director of People and Head of HR to provide a professional, consistent and effective HR service to all GLT Schools, staff and stakeholders and to the Trust Shared Service. This will include being the professional HR adviser to headteachers, line management of school HR leads and working with the Trust shared service HR team on cross-cutting project delivery, reporting to the Head of HR.

CONTRACT AND OPERATIONS

- support the Head of HR with the due diligence and on-boarding processes for new schools. This will include assisting with academisation, and in particular, TUPE.
- ensure a successful integration with the Trust HR services, including payroll, OH, DBS, ITrent and other GLT processes.
- successfully induct HR staff in new schools to ensure they confidently and competently follow GLT processes and policy.
- support with the training and development of HR staff in GLT schools.
- support the Head of HR with development and implementation of new GLT policies and procedures.

RECRUITMENT

- support individual Headteachers with strategic advice concerning recruitment and workforce planning.
- provide professional guidance and support to Headteachers and School HR Leads on recruitment and selection processes.
- research the most effective method of advertising and negotiate central rates for advertising costs and develop a preferred suppliers/contractors list.
- utilise systems to develop a consistent approach to recruitment across the Trust including standard information and oversight of the process; complying with safeguarding requirements.
- promote the Trust's equal opportunities policy and develop ways of attracting a diverse and high calibre range of applicants

EMPLOYEE RELATIONS

- provide advice and direction to ensure the delivery of an effective, efficient and economic HR function for the Trust

- act as an expert, providing advice, guidance and practical support to Trust Senior Leaders, Trustees, Directors, Headteachers and other senior staff on all people management and employment law issues including: TUPE, organisational change, change management, case management such as disciplinary, grievance, capability and absence management. Support with complex case management such as: employment tribunals, industrial relations etc ensuring compliance with Trust policies and procedures.
- offer support and advice on the management of sickness cases in accordance with the sickness absence policy and the Equality Act.
- to provide advice and guidance on employment-related queries including maternity/paternity leave entitlement, pensions entitlement
- maintain accurate and up to date records of the advisory work undertaken on the human resources case management system and local shared drives and other reporting systems, and reporting information as required to the Head of HR.

PAYROLL / BUDGETARY SUPPORT

- support all schools within the Trust with their monthly payroll processing where required
- offer support and guidance to schools within the Trust on payroll related matters (pensions, staff benefits, salary sacrifice)
- support the Head of HR to ensure there is a consistent approach to payroll decisions across the Trust, including overtime payments, maternity, paternity, shared parental leave and sickness entitlement etc
- carry out regular internal audits on all GLT school's payroll and HR processes to ensure legislative and awards compliance (tax, NI and superannuation etc) are adhered to in accordance with the Single employer responsibilities
- undertake financial authorisation in line with the Scheme of Financial Delegation for each school for which the postholder has line management responsibilities, where required.

ANALYSIS REPORTING

- work closely with the Head of HR and HR Systems Manager to ensure the effective use of HR metrics and workforce information to inform local decision making
- analyse, understand and share performance metrics to identify patterns and trends and use these to influence and drive HR strategy and policy
- support and develop managers to understand performance metrics and use them to ensure effective HR interventions occur.

OTHER RESPONSIBILITIES

- develop and deliver effective training opportunities on a variety of human resources topics.
- maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered in the work of others and in your personal practice.
- take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to the Trust.

- line manage HR Leads in schools as part of the Regional structure, undertaking all duties inherent in this including undertaking appraisals, managing and recording annual leave, sickness, and performance.
- requirement to be flexible to support wider schools within the Trust and to support with Trust-wide activities where required.

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 and training		
Chartered Member of CIPD or equivalent or working towards	x	
Level 5 CIPD qualification or equivalent	x	
Level 7 CIPD or willingness to undertake it.		x
Skills and experience		
Substantial experience in a Senior HR role or in a generalist HR role	x	
Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values	x	
Experience in managing employment relations, including complex casework and change management (e.g. conflict management, restructures, redundancy, TUPE etc.)	x	
Experience of working with managers and other key stakeholders across an organisation on a range of HR issues	x	
Experience of coaching or supporting managers to build people management capability	x	
Experience of researching, developing and updating HR policies, procedures and documentation		x
Experience of advising at informal and formal HR meetings and supporting managers to draft correspondence	x	
Ability to make decisions, identify and solve problems on thorough analysis and sound judgement.	x	
Ability to adapt and adjust legal and HR best practice appropriately in a complex working environment supporting managers with varying degrees of experience and diverse job roles	x	
Strong relationship-building skills with the ability to inspire trust	x	
A good understanding of the education sector and in particular, the conditions of the Burgundy and Green Book		x
Experience of PAYE and Pensions administration		x
Sound knowledge of appropriate payroll and financial strategies		x

Line management experience		x
Experience of ITrent or other HRIS systems.		x
Knowledge of budget control and management		x
Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD	x	
Personal attributes		
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	x	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands	x	
Diplomatic and confident	x	
Self-motivated and ability to use initiative	x	
Ability to deal with sensitively with people and resolve conflicts	x	
Ability to listen and respond appropriately	x	
Ability to form effective working relationships with all stakeholders and act as a critical friend to Headteachers and senior leaders	x	
Use of car and current driving licence		x
Committed to the safeguarding of children	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 28th May 2026. 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 week commencing 1st June 2026. 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.



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