



GREENSHAW
LEARNING TRUST

**Regional HR Partner
Recruitment Pack**



Dear Candidate,

Thank you for your interest in the role of Regional HR Partner with Greenshaw Learning Trust (GLT).

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 will require the provision of strategic advice and guidance on a range of HR issues by ensuring consistent implementation of the GLT HR procedures across all schools in the Trust.

Greenshaw Learning Trust (GLT) is 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.

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 four schools: eleven 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.

GLT schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students. We are looking for an experienced and passionate HR professional, who can lead, mentor and line manage HR leads on all aspects of HR whilst ensuring the Trust remains wholly compliant with all legislation and educational regulations. This role will also support with the delivery of key strategic HR project activity across the Trust. Initially there will be an emphasis on learning and development.

GLT 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.

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.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at www.greenshawlearningtrust.co.uk.

Yours sincerely

Kate Ivackovic

Director of People and Deputy Chief Executive

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 3,400 people and educates over 22,000 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
- My Health discounts

Terms and Conditions

Line Managed by:	Head of HR
Line Management:	School HR Leads, currently between 6 – 8
Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale, Outer London, NJC Scale Points 38-43 (£49,083 – £54,129) (Salary will be determined subject to experience and qualifications - salaries are paid monthly on the last working day of each month).
Hours of Work:	36 hours per week, full time 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.
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 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
DBS 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.

Main responsibilities and duties

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 expert on all HR matters and ensure that the Trust remains wholly compliant with all legislation and educational regulations.

Job Description

Contract and Operations - The Regional HR Partner will:

- 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.
- Act as the Trust's HR Manager for the Shared Service

Recruitment - The Regional HR Partner will:

- 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
- monitor equal opportunities in recruitment and prepare annual equal opportunities summary for the Trust Board.

Employee Relations - The Regional HR Partner will:

- provide direction to all schools 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 - The Regional HR Partner will:

- 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- The Regional HR Partner will:

- 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.
- provide administrative support for the HR Analytics and Systems function
- assist the HR Systems Manager in producing accurate management information reports and statistics
- assist the HR Systems Manager with the development of the HR system, upgrades and on-going maintenance to ensure the ongoing viability of the systems to meet organisational requirements.
- work with users to troubleshoot issues and provide 1st Line Support for systems queries.

Other Responsibilities - The Regional HR Partner will:

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- 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.
- support with HR projects as part of the wider HR team as required

The duties and responsibilities in this job description are not restrictive and the post holder 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

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> Chartered Member of CIPD or equivalent or working towards Level 5 CIPD qualification Substantial experience in a Senior HR role or in a generalist HR role Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values Experience of leading L&D activity or an interest in this area. 	<ul style="list-style-type: none"> Level 7 CIPD or willingness to undertake it. A good understanding of the education sector and in particular, the conditions of the Burgundy and Green Book Experience of PAYE and Pensions administration Sound knowledge of appropriate payroll and financial strategies. Experience of leading a team Experience of ITrent or other HRIS systems. Line management experience Knowledge of budget control and management
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> Ability to make decisions, identify and solve problems on thorough analysis and sound judgement. 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 Strong relationship-building skills with the ability to inspire trust experience and ability to lead, motivate, provide clear vision and innovation Ability to think clearly, incisively and strategically. 	

Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:

- Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively
- Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands
- Accuracy and analytical skills
- Strong organisational skills and the ability to work well under pressure
- Ability to work well as a team
- Diplomatic and confident
- Self-motivated and ability to use initiative
- Ability to deal with sensitively with people and resolve conflicts
- Ability to listen and respond appropriately
- Ability to challenge decisions and actions which are not ethical, explaining the organisation risks
- Ability to work with integrity at all times
- Financial understanding including the ability to quickly understand the financial consequences of employment decisions.

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

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| | <ul style="list-style-type: none"> ● Ability to communicate effectively with all stakeholders and commitment across the organisation | <ul style="list-style-type: none"> ● Use of car and current driving licence |
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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 **7th August 2024**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised by **9th August 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 **12th August 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 Ross Dickerson, Head of HR, rdickerson@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.