LIGHTHOUSE
SCHOOLS PARTNERSHIP

Senior HR Advisor

Application Pack

March 2023

Welcome from the Chief Executive, Gary Lewis

Dear Applicant,

Thank you for your interest in the role of Senior HR Advisor This is a important role for us and the person appointed will provide additional capacity to our high quality and busy HR Team.

Since LSP was started in 2016 we have experienced rapid growth. In February 2023 we number 29 schools with a further Secondary School scheduled to join us in April. By then we will have more than 12,000 pupils in our schools and more than 1,600 employees. The Trust is scaling up our services in step with our numeric growth. The appointment of this post is part of that rescaling.

The post will report to our Head of HR and be an integral part of our HR Team and our wider Central Team. We are looking for someone who can work well as part of that team as well as being an innovative 'self-starter'. We set and expect high standards in all that we do.

We need someone with the qualifications, skills and experience to carry out this role. We also need someone with excellent interpersonal skills and a pro-active and 'get involved' attitude .

I hope that you are interested and decide to apply. In the pack you will find the advertisement, a job description and person specification. If you wish to discuss the role informally prior to making an application, please contact our Head of HR, Tania Newman, (tnewman@lsp.org.uk).

Applications should be submitted via our online eRecruitment system here: Search results (webitrent.com)

Applications should be received by 12 noon on Monday 20th March. Interview are planned for Friday 31st March.

Yours sincerely,

Gary Lewis

Gary Lewis, Chief Executive

Job Advert

Job Title:

Senior HR Advisor

Contract:

Permanent, full-time, all year round

Salary: JM2 £38,296 - £42,503 (pay award pending in April 2023)

Lighthouse Schools Partnership is a Multi-Academy Trust. There are currently 29 schools in the Trust with another joining in April 2023.

The Trust is cross-phase and includes Infant, Junior, Primary and Secondary schools. Lighthouse Schools Partnership is a mixed MAT and includes both non-denominational and Church of England schools.

We are seeking to appoint a Senior HR Advisor. This is an additional role within the Trust's Central HR Team to reflect an increased number of schools in the Trust.

The Senior HR Advisor will provide high quality, operational support to the Trust. They will deputise for the Head of HR and will provide advice, guidance and support to Headteachers, School Business Managers and the Central Team on a wide range of HR issues, including contracts, payroll, safeguarding, performance, absence management, disciplinaries, grievances and more. There are exciting opportunities to develop Trust policies, and advise on Change Management processes, supporting Headteachers and Governors to build strong staffing structures. The Senior HR Advisor will be mainly based at the Central Team office, with regular visits to individual schools, all based in North Somerset and Bath & North East Somerset.

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Closing Date:

Noon Monday 20th March 2023

Interview Dates:

31st March 2023

Address:

Lighthouse Schools Partnership, St Marys Road, Portishead, Bristol ,BS20 7QR

Tel:

01275 841396

Email:

hr@lsp.org.uk

Web:

www.lsp.org.uk

To be considered for this role you should have:

- Level 5 CIPD Diploma (with a minimum of 4 years operational HR experience) or equivalent qualification or relevant experience in HR, especially working with Employee Relations cases.
- Experiencing in leading on HR projects.
- Up-to-date knowledge of employment law
- Experience of writing and updating policies
- The ability to be both organised and flexible, responsive to change and able to give professional advice concisely.
- A proactive and 'get involved' attitude, prepared to handle any new situations.
- Strong attention to detail and accuracy in administration with experience in the use of payroll and IT packages such as HR systems, MS Teams, Word, and Excel.
- Experience of working in HR within an educational setting.
- Excellent communication skills and a positive attitude.
- Transport to visit other sites within the Trust.

For an informal discussion, please contact Tania Newman (Head of HR) on 01275 841396.

The Lighthouse Schools Partnership offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme, electric car scheme and on-site parking. Please visit https://lsp.rewardgateway.co.uk to view employee benefits.

How to apply:

Applications should be submitted via our online eRecruitment system here:

Search results (webitrent.com)

Applications should address the person specification and set out how you would make a positive difference in this Trust

Lighthouse Schools Partnership trust supports Equal Opportunities Employment.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced DBS checks are required for all successful applicants.

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Job Description

Job Title:

Senior HR Advisor

Location:

Any Lighthouse Schools Partnership location with office base at Gordano School in Portishead

Salary Range:

Salary: JM2 £38,296 - £42,503 (pay award pending in April 2023)

Reports to:

Head of HR

Job purpose: To provide high quality, operational support to the Trust. You will deputise for the Head of HR and will support with the smooth running of the Central HR Team and the development, implementation and monitoring of HR processes. To provide in-house HR advice and support to Leaders, Trustees and Governors across the Trust.

To act as an integral part of the Trust's staff team, and as such to make a contribution to the overall aims of the Trust, working within agreed policies and procedures.

Main Responsibilities and Duties

Employee Relations:

- Provide generalist HR advice, guidance and support to all staff.
- Provide HR advice and support to Head Teachers, Business Managers, Governors, Trustees and the Trust Central Team on issues such as staff disciplinary, capability, grievance matters and change management (escalating complex issues to the Head of HR). Attend meetings as the HR representative for case work with unions as required.
- Have a thorough understanding of HR law in particular relating to contracts, terms and conditions, discrimination, maternity / paternity, shared parental leave, dismissal processes, grievances, etc.
- Have a good understanding of legislation relation to education in particular Safeguarding, teaching and support staff terms and conditions.

Absence Management:

- Advise on and manage sickness absence cases within Schools and the Trust Central Team
- Liaise with Occupational Health as required referring staff to OH and managing the process

Joiners and leavers:

- Manage the recruitment process for the Central team
- Responsible for the updating of recruitment documents Trust wide in line with regulations relating to education and legislation.
- Conduct the first day HR induction in conjunction with the HR Assistant for schools joining the Trust ensuring they receive the appropriate level of induction as required
- Ensure probationary reviews for staff are being carried out in schools and advising Head Teachers on any necessary action arising from performance or conduct issues and finding appropriate solutions
- Conduct exit interviews with leavers as required

Appraisals:

- Organising the annual appraisal process, managing all appraisal information and documentation
- Manging pay progression Trust wide, and informing payroll

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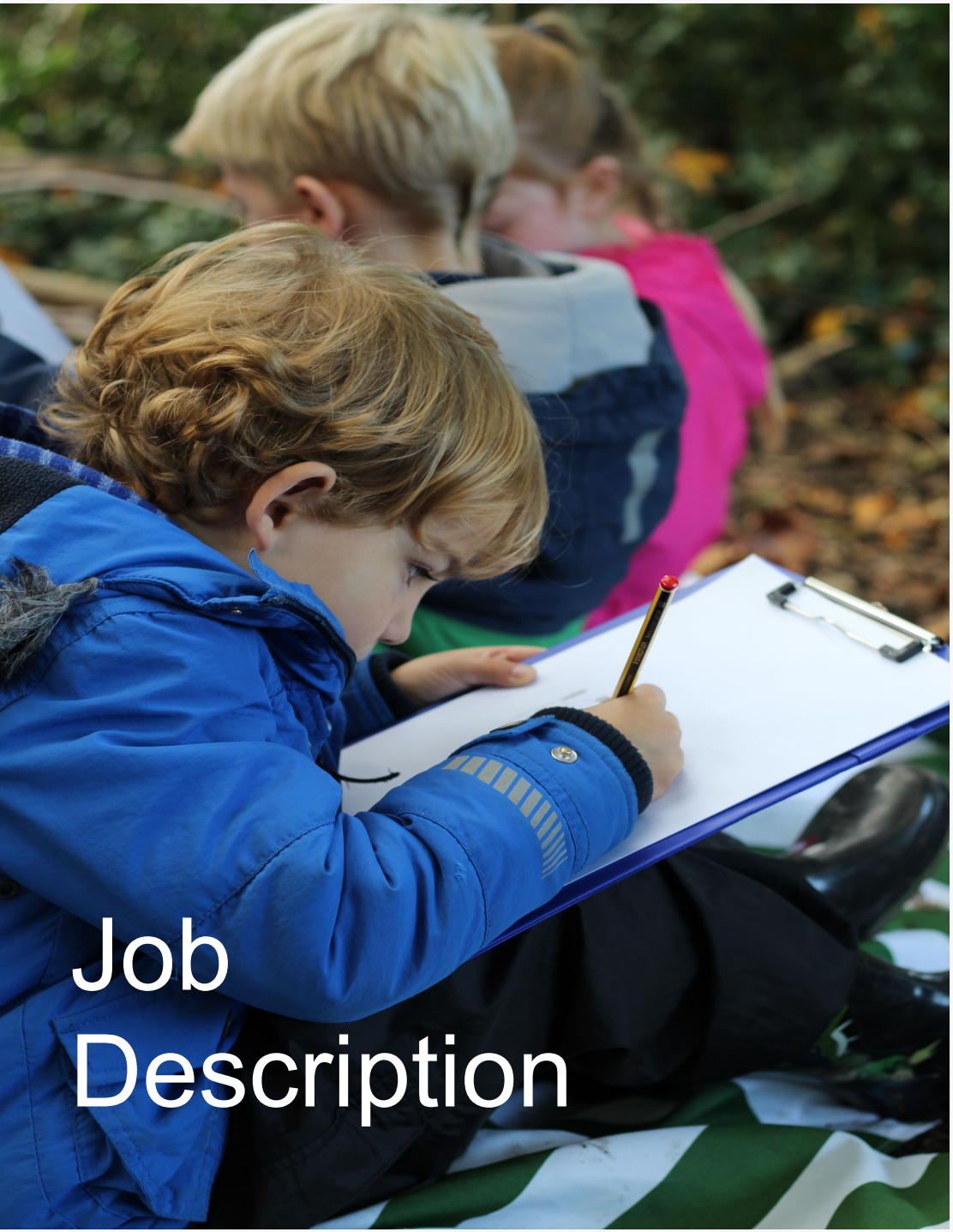

Job Description

Main Responsibilities and Duties cont..

TUPE:

- Managing TUPE processes required within the Trust.
- Collation of due diligence information for new schools joining the Trust
- Attendance of TUPE meeting as required

Job Evaluation:

- Create and revise Job descriptions Trust wide
- Supporting Job Evaluation processes

Policies:

- Develop and review the Trust's HR policies and procedures.
- Advise on Trust policies and processes

Change Management:

- Implementing, supporting and advising on managing change management processes across the Trust
- Preparing consultation papers
- Liaising with other relevant parties such as pension scheme and trade unions
- Support with consultation and Union meetings as required

HR System:

- Proactively develop the HR system and its various modules to support effective people management Trust wide
- Create reports and workflows to support Trust internal stakeholders
- Provide training and support to Business Managers and Trust employees

General:

- Respond to ad hoc HR queries on a day-to-day basis
- · Provide specialist HR advice on a day-to-day basis
- Undertake ad hoc projects as and when required
- Attend and take minutes at Employee Liaison meetings with Unions
- Effectively collate HR data to produce reports and statistics
- Experience in leading HR projects

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate safeguarding training which is regularly updated.

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Job Description

Supervision and Management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem Solving and Creativity

At busy times the post holder will need to prioritise their workload.

Key Contacts and Relationships

Daily contact by telephone/face to face with colleagues and attendees/ delegates to training events/meetings. Key contacts will include the Trustees, the executive team, members of the central team, Headteachers, Business Managers, members of Local Governing Bodies, union representatives and other school-based staff.

Decision Making

There is a need to establish the importance and urgency of work.

A requirement to interpret situations to ensure that legally compliant and appropriate advice is provided.

Resources:

General office equipment.

Working Environment:

Working in a busy HR office, within the LSP Central Office.

Special Notes or Conditions:

The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.

The post holder will have the opportunity to make a significant difference to the deliverability of quality education to students across the Trust.

Access to personal transport.

Person Specification

Category	Essential	Desirable
Qualifications and experience	• L5 CIPD Diploma with a minimum of 4 years operational HR experience. • Experiencing in leading HR projects. • Good levels of computer literacy. • Understanding of education HR and safeguarding requirements in schools. • Experience of writing/updating policies.	• L7 CIPD • CIPD Chartered Member. • Experience of working with schools, academies or in an education setting.
Knowledge,	• Up to date working knowledge of Microsoft Office Systems, including Microsoft Word, Teams and Excel. • Experience of dealing with a varied workload. • Ability to deal with and resolve questions and queries. • Thorough knowledge of good employment practice and employment legislation. • Knowledge of confidentiality and data protection requirements	• ITrent HR System

Person Specification

Category	Essential	Desirable
Skills and abilities	• Able to perform effectively and calmly within a busy HR Team. • Positive and friendly disposition with a proactive and ‘can do’ attitude. • Able to deal with conflict and emotionally challenging situations. • Able to problem solve and react quickly to changeable situations. • Well-developed communication skills both written and oral. • High level of attention to detail and accuracy. • Able to prepare and deliver complicated or sensitive information orally or in writing with a range of audiences. • Able to maintain confidentiality. • Able to encourage and promote best HR practice in the context of the Trust’s requirements.	
Work-related Personal Requirements	• Reflective practitioner looking for continuous improvement. • Genuine interest in developing a career in HR in an educational setting. • Willingness to work outside of normal working hours as required. • Access to personal transport.	

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