

Trust HR Advisor

Candidate Information Pack

About Liverpool Diocesan Schools Trust

Our Vision

Providing an innovative and ambitious, high-quality education built on distinctly Christian values, so that all learners make excellent progress and fulfil their potential.

Our Mission

We welcome staff, learners and schools of all faiths and none so that we can ***Learn, Love and Achieve, Together with Jesus.***

Our Values

Inclusion	Local Community	Collaboration	Difference
We welcome the rich diversity of our staff and learners and ensure that all are valued and supported.	We respect and empower local leaders to make decisions serving their local communities.	We are stronger and more effective when working together within our Trust, and actively seek partnerships beyond it.	We embrace the uniqueness of our schools and celebrate the differences within each community.

Our Culture

Excellence

We aim for excellence in all we do for the benefit of learners and staff across LDST.

One Trust

We are all committed to one positive and flourishing Trust, where we can all achieve together.

Our Strategic Aims

Christian Distinctiveness and Character Education	Excellent Education	Achievement for All	People
Live out our Christian values and develop future citizens who can contribute positively to a caring, compassionate nation.	Provide an inspirational curriculum and excellent teaching, rooted in evidence-informed practice, that enables our learners to acquire a deep body of knowledge and a zest for life-long learning.	Celebrate diversity, address inequality, overcome disadvantage and raise aspirations, so that all learners make excellent progress and fulfil their academic potential.	Be an employer of choice, through a people strategy that provides high-quality CPD, support and career pathways for all staff, so they can undertake their roles effectively in our inclusive learning community.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

LDST is special. We are a family of 18 schools from 7 local authorities across the North West, which welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values. The members of our family are our colleagues, those who bring our vision to life, in our schools, every day.

If you are committed to providing an excellent education, promoting wellbeing, supporting each other, nurturing community, embedding dignity and respect, collaborating, and living a shared purpose... We want to hear from you!

Just as we welcome all children, we welcome colleagues of all faiths and none, from all communities.

We are wholly committed to being an inclusive organisation where everybody feels that they belong and to fully represent the communities who live across the Liverpool Diocese. We treat all people with dignity, respect, and kindness.

What we offer:

- **Excellent Terms and Conditions** – We are committed to maintaining (or bettering) national terms and conditions for teachers and support staff. This includes automatic pay progression within pay scales for teachers who meet teacher standards and their appraisal objectives and a minimum of 27 days of annual leave for support staff.
- **Hybrid Working** – Central Team staff are able to regularly work from home alongside working in schools and the LDST Hub.
- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level. Teachers can undertake NPQs with us as a proud Church of England delivery partner.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues across our Trust and are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our 14 networks for different staff groups.
- **In house support** – Our Central Team provides direct help and guidance on all education and corporate matters.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work.

Job Description

Title: **Trust HR Advisor**

Salary: **Trust Grade 9 – SCP 24 – 29 (£34,314 to £38,626)**

Hours: **36 hours per week, 52 weeks per year** (flexible working requests will be considered).

Accountable to: **Trust Human Resources Lead**

Location: This post is based at the **LDST Hub, 11 Damfield Lane, Maghull. L31 6DB**. However, the post holder will be required to travel to schools across the Liverpool Diocese covering Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, and West Lancashire. Remote working will also be available when appropriate.

Summary

Working alongside the Trust HR Lead to provide HR support to Trust schools, being a point of contact for people managers' queries on HR matters, ensuring you are familiar with Trust policies and relevant legislation.

You will regularly support with employee relations case work across schools within the Trust.

You will contribute to upholding the Trust's vision, values and ethos and treat everyone within the Trust with respect, offering high levels of HR support and customer service.

You will also deputise for the Trust HR Lead when required.

Main Duties and Responsibilities

HR Policy

- To answer queries and provide advice on all HR matters, policies, terms, and conditions, ensuring best practice and compliance in line with Trust policy and legislation.
- To support with the implementation of Trust HR policies (e.g. coaching managers)
- To safeguard and promote the welfare of pupils/students and colleagues through your own actions and through facilitating effective implementation of Trust policies and procedures, in-line with legislation and statutory requirements relating to safeguarding.

Employee Relations

- To provide support to the Trust HR Lead with employee relations case work, including grievance, disciplinary, attendance management, capability/performance, to include organising hearings, producing case papers, note taking, drafting outcome letters, and occasionally conducting investigations.

Attendance Management

- To generate staff attendance reports for schools from the Trust's HR system, monitoring against absence indicators, and ensuring that action is taken by people managers where appropriate.
- To advise schools in supporting colleagues during periods of long-term absence, making occupational health referrals, and arrangements for phased returns.
- To provide support with absence review meetings as and when required.
- To arrange stress risk assessments and support action planning where recommended.

Recruitment

- To support schools in ensuring adherence to the Trust's Safer Recruitment policy; all pre-employment checks take place, and the Single Central Record is accurate and maintained at all times in line with Keeping Children Safe in Education.
- To support schools in writing adverts, reviewing job descriptions and person specifications, and posting them on relevant sites.
- To draft and issue employment contracts on request from schools.
- To provide recruitment administration support to the Central Team as and when required
- To support schools to ensure that the induction and on-boarding processes for new colleagues are followed/effective.
- To issue contracts of employment as and when required and ensure adherence to the Trust's Safer Recruitment Policy.

Payroll and Pensions

- To liaise with payroll/finance colleagues regarding pay queries as required.
- Provide support in relation to ill health and voluntary retirements, for both teaching and non-teaching staff, including liaising with payroll and the relevant pension provider as appropriate.

General HR Tasks

- To provide support to the schools with the Trust's HR system.
- To collate and on occasion complete exit questionnaires/interviews, taking appropriate action where required.
- To attend, participate in and deliver HR training.
- To partake in ad hoc HR project work.
- To undertake management information analysis when required.
- To continually work to improve and streamline HR processes and systems and put forward suitable recommendations to improve the HR service.
- Liaise with external bodies as and when necessary and staff across the Trust, circulating information when required.
- Ensure effective electronic and paper-based filing systems are in place.

- Undertake administrative duties as required such as filing, scanning, or photocopying.

Supplementary Support

- Be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Take responsibility for health and safety issues relating to area of responsibility.
- Contribute to the overall Christian ethos/work/aims of the Trust.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with the Executive Director.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Trust HR Advisor

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> • Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations casework. • Understanding of relevant policy, procedure, employment law and good practice in relation to HR, along with the ability to assess implications and articulate risk. • A confident user of Microsoft Office and experience of working with an HR Management Information System 	<ul style="list-style-type: none"> • Experience of HR in an education setting • Knowledge of Keeping Children Safe in Education • Knowledge of School Teacher's Pay and Conditions (Burgundy Book) • Knowledge of Local Government Terms and Conditions (Green Book) 	Application form, interview and references
Skills and attributes	<ul style="list-style-type: none"> • Excellent written/verbal and interpersonal skills. • Ability to use own initiative. • Confident to coach and appropriately challenge. • Able to build strong working relationships with, and influence others. • Able to plan and prioritise work to deliver on time and to a high standard in a fast-paced environment. • Accuracy and strong attention to detail. • Suitability to work in environments with children. • Ability to maintain strict confidentiality and integrity at all times. • Ability to liaise with other members of staff in a professional manner. • Ability to work constructively as part of a team or individually. • Ability to follow procedures and ensure these are implemented fairly and accurately. • Ability to work under pressure and meet deadlines. • Ability to relate to colleagues. • Ability to deal with problems in a positive and systematic manner. • Ability to explain information clearly and simply. 		Application form, interview, and references.

Criteria	Essential	Desirable	Method of assessment
Personal Qualities	<ul style="list-style-type: none"> • Professional telephone manner • A role model who understands and is committed to the Trust's values. • Ability to use professional judgement. • Excellent personal organisation and self-motivation, commitment, reliability, and trustworthiness. • Flexibility to respond to the needs of the organisation. • Ability to be sensitive to the needs of others. • Ability to be supportive. • Professionalism and resilience • Willingness to reflect upon their experiences and practice in a critical and constructive manner. 		Application form, interview, and references.
Education and Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths or equivalent. • Have successfully completed Chartered Institute of Personnel and Development (CIPD) Level 3 or equivalent experience. • Chartered Institute of Personnel and Development (CIPD) Level 5 qualified or willingness to achieve this in the future. • A commitment to ongoing personal development and willingness to undertake appropriate training. • Access to own transport which can be used for work purposes. 		Application form, certificates, and interview

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Presentation, Interview and Task

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email recruitment@ldst.org.uk or call 07714 934424.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 3rd February 2025, 9am

Interview Date: 10th February 2025

Start Date of Post: ASAP

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen