



GREENSHAW
LEARNING TRUST

HR and Recruitment Officer
Shared Services HR Team
Recruitment Pack





GREENSHAW LEARNING TRUST



Introduction

Dear Candidate,

Thank you for your interest in the new role of HR and Recruitment Officer for the Greenshaw Learning Trust. This is an exciting opportunity that provides the post holder the chance to shape and evolve the role around their own skills and ability.

I would like to recruit an enthusiastic and experienced HR and Recruitment Officer to join the shared services HR team. The post holder will manage the recruitment and onboarding cycle, promoting the vision, values and culture of Greenshaw Learning Trust whilst ensuring that safer recruitment practices are followed. The post holder will also undertake a HR generalist role supporting the HR Shared services team with day-to-day HR administration.

The HR shared service team currently consists of a Head of HR, 3 Regional HR Managers, a HR Systems Manager and each GLT school is supported by a designated HR Lead. The HR and Recruitment Officer will support the HR shared service by providing quality HR support to the shared service, GLT schools, staff, and stakeholders.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises of twenty-one schools: six in South London, three schools in Bracknell Forest, one school in Surrey, eight schools in the Southwest and three in Plymouth. We are continuing to grow and have further schools joining us in the near future including one new free school to open in South London.

All schools are supported by the Shared Services team and the HR and Recruitment Officer will become an integral member of the Shared Services team. The GLT website provides further information relating to the Trusts vision, achievements, the structure of the Trust and the Shared Services Team. Please visit www.Greenshawlearningtrust.co.uk for more information. Details on the shared service can be found [here](#), however, please do not hesitate to contact us for further information.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours and we look forward to receiving your application.

Yours sincerely

Jenny Cain
Head of HR



GREENSHAW LEARNING TRUST



Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust 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.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who 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 to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,500 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

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



Terms and Conditions

Line Managed by: Head of HR

Salary: Salary calculated in line with NJC pay scale points 11 - 20
Outer London (Sutton) – FTE £24,693 - £28,992
Gloucestershire or Plymouth – FTE £21,748 - £25,991

(Starting salary will be determined subject to experience and qualifications.)

Hours of Work: 36 hours per week, all year around

Place of Work: Ideally the successful post holder will be based in the Sutton shared services office located at Greenshaw High School. However, consideration will be given to applications received from the Gloucester or Plymouth area as the post holder could be based at either the Plymouth shared services office (Stoke Damerel Community College) or the Gloucester shared services office (Gloucester Academy). Travel to other GLT locations may be required on occasion. The role allows for flexibility, including the ability to work from home.

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 22 days plus 2 extra-statutory days, increasing to 25 days plus 2 extra-statutory days on completion of 5 years' service.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust 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 Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts



Main responsibilities and duties:

- The HR & Recruitment Officer will manage the recruitment and onboarding cycle, promoting the vision, values and culture of Greenshaw Learning Trust whilst ensuring that safer recruitment practices are followed.
- The HR & Recruitment Officer will also support the HR Systems Manager with day-to-day HR transactional processes.

Job Description

- 1. The HR and Recruitment Officer will administer the recruitment process and onboarding cycle for shared services and Headteacher roles across GLT**
 - Compiling and updating advertisements, recruitment packs, job descriptions and person specifications, whilst being mindful of the principles of equality, diversity, and inclusion.
 - Placing adverts on the various platforms such as Eteach, Indeed, TES, Gov.uk and the GLT recruitment iFrame on PSpeople.
 - Collating and checking all applications and sourcing references.
 - Preparing and collating shortlisting grids for the appointment panel.
 - Acting as first port of call of all applicants throughout the recruitment process, this could be via email, over the phone or in person.
 - Inviting shortlisting applicants to interview taking account of guaranteed interview criteria.
 - Supporting the interview panel with interview and assessment day tasks and questions.
 - Liaising and providing constructive professional feedback to unsuccessful applicants
 - Compiling and sending the offer letter, contract and new starter forms to the successful candidate.
 - Undertaking all pre-employment vetting checks ensuring that the Single Central Record is accurate and up to date at all times in accordance with safer recruitment legislation.
 - Coordinating the induction process
 - Ensuring probation reviews are conducted in a timely manner
 - Be responsible for all filing and diarising the 6-month date to ensure that the GLT Data Retention Policy is adhered to in accordance with GDPR.



- 2. The HR and Recruitment Officer will regularly evaluate, and quality assure the GLT recruitment process, identifying opportunities to improve the delivery of an effective and efficient recruitment service, including:**
- Integrating PS People with other recruitment platforms such as Eteach to streamline and improve the applicant experience.
 - Identifying when there is a Trust wide recruitment need and implementing a cost-effective solution that does not jeopardise the number of candidates or disadvantage a particular GLT school.
 - Evaluation and benchmarking of roles to ensure compliance with single employer responsibilities.
 - Develop corporate template recruitment packs, job descriptions and person specifications that promote GLT as an employer of choice.
 - Analysing data to provide the Head of HR with qualitative and quantitative reports on recruitment activities across the Trust.
 - Establish and develop key relationships with advertising agencies, and negotiate Trust wide agreements to reduce costs and improve the levels of service to schools
 - Support the school HR leads by providing straightforward HR and recruitment advice when required.
 - Work closely with the Head of HR to develop Recruitment reporting metrics and workforce information to inform local decision making.
- 3. The HR & Recruitment Officer will also support the Head of HR and HR Systems Manager to deliver an effective and efficient HR service to the shared service and GLT schools, this will include but will not be limited to:**
- Populating and maintaining the HR data base by adding, amending, and cleansing the data to ensure personnel records are up to date and compliant with DfE and Staff Workforce Census requirements.
 - Assist the HR Systems Manager with the development of the HR Portal system, upgrades and on-going maintenance to ensure the ongoing viability of the systems to meet organisational requirements.
 - Working with schools to troubleshoot issues and provide 1st Line Support for systems queries.
 - Supporting with payroll processes (adding new staff, contract variations, overtime, sickness monitoring, statutory leave, deductions for salary sacrifice).
 - Supporting with pensions administration.
 - Production of contracts, documents, letters and other HR administration 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
<p>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> • Good general education up to at least GCSE or equivalent in English and Maths at Grade C • Demonstrable successful experience in a recruitment and or HR role. • Willingness to undertake a CIPD qualification. • Commitment to own self development. 	<ul style="list-style-type: none"> • CIPD level 3 – 5 • Experience of working in the education sector. • Experience of working in a Multi Academy Trust or multi-site organisation. • Experience of using a HR information System. • Experience of PS People
<p>Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:</p>		
	<ul style="list-style-type: none"> • Proficient in the use of a range of computer software, including MS Office and Google suite applications. • An innovative and creative thinker • Attention to detail and editing skills to ensure that material published on behalf of the Trust meets its high standards. • Ability to establish positive relationships and work collaboratively as part of a team. • Sound political judgement. • Excellent written and verbal communication skills • Ability to use initiative, prioritise, meet deadlines whilst maintaining accuracy and rigour. • Resilient, with the ability to deliver a complex and demanding workload. • Ability to respond positively to change. • Results orientated, analytical approach. • Excellent time management and organisation skills. • Be able to appreciate issues of confidentiality. 	<ul style="list-style-type: none"> • Knowledge of School Teachers Pay and Conditions (Burgundy Book) and National Joint Council (Green Book) • Knowledge of Safer recruitment legislation and Keeping Children Safe in Education (KCSIE) • Knowledge of employment law and data protection law.



Additional Requirements:

	<ul style="list-style-type: none">• A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery.• Ability to demonstrate understanding of equal opportunities.• Commitment to support the Trust's agenda for safeguarding.• Willingness to attend evening meetings.• Willingness to travel to all GLT sites.• A flexible approach to working hours• Ability to research information as required	<ul style="list-style-type: none">• Use of car and current driving license
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Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:

	<ul style="list-style-type: none">• Ability to maintain a positive and professional demeanour at all times.• Have a people centred approach.• Demonstrate resilience, tact and diplomacy particularly when under pressure.• Ability to travel to other GLT location on occasion	
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The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, 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 midday on **Monday 1st November**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on Monday 1st November. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview process will take place on **Friday 5th November** at Greenshaw High School, Sutton (subject to the applications received the interview may take place virtually). Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

Applicants are advised to make a note of these dates.

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 post as soon as possible.

6. Additional information

For further information, please contact the Shared Services HR team via email HRsupport@greenshawlearningtrust.co.uk