



GREENSHAW
LEARNING TRUST



PARK HOUSE SCHOOL

HR Manager

Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of HR Manager at Park House School. We are looking for a passionate HR professional to join our School.

The Academy will be on a rapid trajectory of improvement, that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for a further promotion within our Trust. We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Park House School joined the Greenshaw Learning Trust on 1st September 2022. We are proud members of the Greenshaw Learning Trust, 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.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-three schools: seven in South London, four in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth and primary school in Berkshire.

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.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



James King
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT 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. We are all ‘Always Learning’.

Each school in the 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.

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 2,600 people and educates over 16,705 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

Our Vision

The vision for Park House School is simple ‘Every child to climb the mountain to the best University or Profession’. This will be supported through disruption free learning and a clear expectation of working hard and being kind.

Work life balance is central to this vision for our students. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke professional development in a short weekly session i.e. Teach Like a Champion foci each session.

Park House School 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 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 or Teachers 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.

Job Description

Responsible to: Regional HR Manager

Contract: Full time, 37 hours per week, all year round

Salary: **Grade G Scale Point 15 - 25 £23,953 - £30,095**
Starting salary will be determined based on skills and experience
(to be discussed at interview)

Personnel

- To be responsible for the coordination and production of letters of appointments and contracts to all employees including carrying out relevant employment vetting checks, to include:
 - DBS
 - medical clearance
 - right to work
 - qualifications
 - references
- To be responsible for ensuring the Single Central Register (SCR) for all employees, visitors and governors is kept fully up to date and meets safeguarding requirements as set out in safer recruitment legislation.
- To be responsible for implementing the induction process for all new staff, governors and visitors; this includes organising vetting checks, arranging IT logins, issuing ID badges.
- To be responsible for organising 6th month probationary review meetings for all staff and 5-year service letters for all support staff.
- To ensure that all staff personnel details are included in individual secure personnel files and the school's HR portal (PSP) is fully maintained. This includes compiling the Workforce Census.
- Oversee and manage staff attendance procedures, to include,
- Issuing sickness certificates and leave of absence forms.
- Logging all absences in staff personnel files and notifying payroll.
- Compile statistical absence reports.
- Ensure there is a consistent and regular line of communication with all absent colleagues.
- Process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary.
- Organise sickness review and return to work meetings where applicable.
- Monitor and record annual leave and holiday working for all support staff.
- Liaise with the appropriate body to ensure the registration and appropriate induction of Early Careers Teachers (ECT).
- To be responsible for processing statistical information from school's database system/s for personnel matters, such as payroll and staff details as requested by the Greenshaw Learning Trust.

Recruitment

- To manage the administration relating to recruitment, to include:
 - advertisements
 - co-ordinating applications
 - short-listing procedures
 - interview arrangements
 - safer recruitment matters
 - vetting and barring checks
 - reference requests
 - be the first point of contact for all prospective candidates
- To undertake any other similar duties as reasonably directed by the Headteacher.

Payroll

- To be responsible for the management of payroll for the School's directly employed staff, to include:
 - Ensuring that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions
 - preparing monthly returns including
 - contract changes
 - additional hours (overtime & additional payments)
 - new starters and leavers
 - sickness deductions
 - maternity and paternity pay
 - deductions for salary sacrifice schemes
 - changes in personal details
 - salary sacrifice deductions
- Checking the salary report for accuracy, and correcting where necessary liaising with staff on salary changes.
- Reconcile the monthly payroll figures and ensure payments are allocated to correct budgets.
- Support the Finance Analyst to maintain accurate staffing salary budgets.
- Submit relevant data to the TPS/LGPS in accordance with the Service Level Agreement with the school and the Greenshaw Learning Trust.

Staff Training

- Coordinate the performance management process for support and teaching staff to ensure that meetings and relevant supporting paperwork are completed within the appraisal timescale.
- Coordinate staff training needs following the appraisal cycle for all staff and maintain the staff training records to include all training on a regular basis.
- Be responsible for ensuring that all staff have completed the Educare training modules relevant to their role, as defined by the Greenshaw Learning Trust.

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 in order to ensure the welfare of children and young persons.

Other responsibilities

- This job description is not exhaustive and serves only to highlight the main requirements of the post holder.
- The line manager/Headteacher may stipulate other reasonable requirements.

This job description will be reviewed regularly and may be subject to change.

Person specification – HR Manager

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.

Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and experience:		
	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Educated to at least A-level standard (or equivalent) • Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics • Experience of working in a personnel-related environment • Knowledge and understanding of key HR processes eg recruitment, appraisals, absence management • Working knowledge of relevant HR issues and an up-to-date understanding of HR good practice • Experience of HR systems and databases • Experience of managing a payroll system and some knowledge of PAYE • Practical experience of word processing, excel, e-mail and other office electronic applications 	<ul style="list-style-type: none"> • Educated to degree level • CIPD qualified, or working towards a CIPD qualification • Experience of working in a school or similar establishment • Experience of school data and information systems in a school environment (SIMS)
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Ability use initiative to improve process and to be creative and analytical in order to find solutions to complex HR issues • Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner • Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion 	

	<ul style="list-style-type: none"> • Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations • Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner • Good interpersonal skills and an ability to develop and maintain effective working relationships • Efficient, accurate and excellent attention to detail • Ability to work under pressure and to strict timelines • Excellent organisational and administrative skills • High standard of literacy and numeracy 	
Additional Requirements	Essential	Desirable
	<ul style="list-style-type: none"> • Knowledge and understanding of the education sector, a desire to work in a comprehensive school, and a willingness to contribute to various aspects of school life • Desire to enhance and develop skills and knowledge through CPD • Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the school's ethos, aims and its whole community 	

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 28 November 2022. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised by 30 November 2022. Shortlisted applicants will be invited by telephone to attend an interview. 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

Interviews will be held w/c 5 December 2022. Applicants will 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 Tracey Taylor at ttaylor@parkhouseschool.org.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early if we receive an exceptional applicant.