



Girls' Learning Trust

www.girlslearningtrust.org

Recruitment Pack

HR Advisor

Shared Services
September / 2023



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WELCOME FROM THE DIRECTOR OF PEOPLE

Dear Candidate

Thank you for your interest in the post of HR Advisor for the Girls' Learning Trust.

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

Since joining the Trust as Director of People in May, the HR team has been going through a period of transformation. I think it is an incredibly exciting time to join the team as we become more impactful across the Trust through our focus on strategy, process improvement, policy development, and by adopting a true business partnership approach to our relationship with schools. I believe you would really enjoy working with us, but I also know just how important it is to achieve a good cultural fit from both a candidate and business perspective and I am passionate about being transparent with candidates regarding the environment, the benefits and the challenges - to really help you make informed decisions. As such, I would welcome a conversation with anyone who may be interested in applying for the role. I look forward to hearing from you.

Kind regards



Abi Jesson
Director of People
ajesson@girlslearningtrust.org



OUR TRUST

What is a Multi Academy Trust?

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

What makes Multi Academy Trusts different?

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

What is the history of the Girls’ Learning Trust?

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company became the Girls’ Learning Trust (GLT) and later that year Carshalton High School for Girls joined.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls’ education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance,

Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk. This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focused.

What is it like working at the Girls' Learning Trust?

All of our staff are located at offices in one of our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.



OUR SCHOOLS

All three schools in the Trust share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced, and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney
Students: Approximately 1,450 students
Address: West Street, Carshalton SM5 2QX
Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla
Students: Approximately 1,550 students
Address: Ewell Road, Cheam SM3 8AB
Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Mr. Richard Booth
Students: Approximately 1,550 students
Address: Woodcote Road, Wallington SM6 0PH
Website: www.wallingtongirls.org.uk



OUR SHARED SERVICES

There are significant benefits associated with being part of a multi academy trust – enabling savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

Finance

We are responsible for the long-term financial sustainability of the Trust and support each school in its own budgeting. We also manage all finance processing and other financial reporting for the schools.

Estates and Facilities

We lead a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff. We also manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

Information Technology

We lead a team of school-based IT staff at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff.

People and Administration

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Team with the selection, recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.

Contract Management

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

OUR STRATEGY & FUTURE PLANS

Our Vision

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

Our Mission

We are committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

We believe education should be about:

- Encouraging risk-taking and developing reflective approaches to teaching and learning.
- Championing equality and inclusion and challenging social and economic disadvantage.
- Building supportive and collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students.
- Offering broad and rich experiences that go well beyond the academic and lead to satisfying and rewarding career paths.
- Fostering a sense of pride in diversity.

Trust Development and Growth

Since 2015 we have been through two discreet phases of development as a Trust. As we emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

Phase: Development (2015 – 2018)

Academies join the Trust

Emergence of central services in Finance, IT, HR and Premises

Development of cross-Trust initiatives

Phase: Consolidation and Building Capacity (2019 – 2022)

New CEO recruited

Consolidation of central services and of collaboration across schools

Rise in student population numbers

Post-Covid 19 recovery strategy

Phase: Growth (2023 – 2026)

New COO recruited

Explore opportunities for external partnerships

Increase income generation capacity

Strategic approach to succession planning

Prepare for declining secondary-stage population

Shared Strategic Priorities

As a Trust, we have agreed the following shared priorities for all our schools and central services over the next four years:

1. Promoting wellbeing and personal development for all
2. Excellent staff development for high quality teaching and learning
3. High-quality careers education and advice
4. Extensive enriched curriculum opportunities
5. Welcoming, and robustly supporting, disadvantaged students

6. Strength in equality, diversity and inclusion
7. Sustainability, efficiency and value for money
8. Effective governance
9. Championing collaboration across and outside our Trust
10. Recruiting and retaining the very best staff
11. Innovative and effective IT support and infrastructure
12. Well-maintained and managed facilities that support the aims of the schools and the Trust





THE OPPORTUNITY

Following the appointment of a Director of People in May, the HR team has been going through a period of rapid transformation with changes to systems, policies, processes and working practices that support the strategic direction of the Trust.

The role of HR Advisor is a new role to the Trust and the successful candidate will work alongside a second HR Advisor and will work closely with the Director of People. A new role of HR Administrative Assistant will be recruited in January to further support the team.

The HR Advisor will have specific responsibility for two schools within the Trust and will support each school with all elements relating to the employee lifecycle.

If you would like an informal conversation about this opportunity, the Director of People would love to hear from you. Please email ajesson@girlslearningtrust.org to arrange this.

JOB DESCRIPTION

Job Title	GLT HR Advisor
Reporting to	Director of People
Responsibility for	N/A
Working closely with	Director of People, HR Advisor, HR Administrative Assistant, School Senior Leadership Teams and Headteachers' PAs.
Contract Type	Permanent, Full-Time
Salary Scale	GLT S02, point 28-31 (£37,038 - £39,582) depending on experience. Salary band is subject to an annual pay increase in November 2023.
Hours of Work	Full-time (36 working hours per week), 52 weeks per year. Start and finish times can be flexible between core hours of 0800 – 1600.
Working Location	Based in Nonsuch High School for Girls, with at least one day per week working from another one of our schools (Carshalton Hight School for Girls or Wallington High School for Girls). Hybrid working available, with expectation of a minimum of 3 days per week based in schools.
Benefits	Generous pension scheme with LGPS - www.lgpsmember.org 26 days annual leave, plus 5 days discretionary leave Off-peak membership to David Lloyd Cheam Access to EAP scheme Cycle to work scheme Eye Test Vouchers Onsite parking at schools where possible

Section 1: Purpose of the Post

- To provide accurate, high-quality, timely advice and support to schools within the Trust on policy, procedure and best practice on a broad range of HR matters. This includes recruitment, employee relations, absence management, performance management and HR administration.
- To work within a small HR team, supporting the continuous improvement of HR practices with ad hoc project support.

Section 2: Key Responsibilities

HR Advice & Administration

Working with others in the team to:

- Ensure the accurate recording, maintenance and processing of all employee and contractor data onto relevant HR systems throughout the employee lifecycle (i.e. onboarding, annual leave, training records and personal documentation).
- Ensure all HR databases accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
- Process any changes to employees' terms and conditions, ensuring effective communication to the Payroll Manager and the maintenance of records to comply with DfE Workforce Census.
- Ensure accurate upkeep of Single Central Record (SCR).

- Provide appropriate reports for the purpose of auditing and monitoring employee data such as sickness.
- Support and advise personal cases (i.e. grievances, disciplinaries and absence), working closely with the Director of People and school leaders to advise on process and support with notetaking and paper work.

Recruitment & Selection

- Support schools during the recruitment process as required, providing advice and ensuring adherence to standard procedures (i.e. template JDs, adverts, shortlisting grids, interview questions).
- Ensure compliance with safer recruitment and safeguarding practices (DBS, right to work, medical clearance, references etc).
- Provide training and support to key users within schools regarding the use of the digital Applicant Tracking System.

Onboarding & Induction

- Ensure an effective administration process for new employees and volunteers, including all pre-employment checks, completion of all documentation and effective cascade of information to relevant stakeholders to ensure efficient set-up on various other systems.
- Ensure SCR and HRIS are kept up to date with all new employee details and all clearances such as DBS and safeguarding are complete and satisfactory to the Trust.
- Work closely with the Director of People to support a comprehensive induction programme for new employees, working with respective leads in schools and line managers to ensure a high-quality focus.

Learning & Development

- Coordinate and administer mandatory compliance training within schools, ensuring high-level completion. Work with other key stakeholders (i.e. DSL leads) where necessary to ensure a standardised approach.
- Work with the Director of People and senior leadership teams in schools, to continuously review developmental training requirements within schools, ensuring it is fit for purpose, meets the requirements of the organisation, team and role.
- Ensure that training records are kept up to date on Every and provide appropriate reports for the purpose of auditing and monitoring training needs.
- As part of the team, help manage training via the apprenticeship portal as required.

Section 3: General Duties

- Familiarise yourself with, and comply with, Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, and data protection.
- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.

PERSON SPECIFICATION

We recognise that individuals working in human resources come from many different sectors and are keen to hear from anyone working inside and outside of education.

Key Criteria	Required	Desirable
Education, Training & Qualifications		
GCSE Maths & English (or equivalent)	X	
CIPD Level 5 qualified (or qualifying)		X
Experience & Knowledge		
Experience of working in an HR environment across a range of functions, i.e. learning and development, employee relations, pay and benefits.	X	
Experience of advising or supporting the recruitment process – JDs, shortlisting, interviewing etc.	X	
Up to date and working knowledge of Employment Law.		X
Experience of supporting employee relations issues (i.e. case management of absences, disciplinaries, performance capability and grievances)	X	
Skills & Attributes		
Excellent communication skills (verbal and written), with the ability to relate to and communicate effectively with people at all levels.	X	
Flexibility to effectively manage conflicting priorities.	X	
Ability to use own initiative to effectively problem solve.	X	
Excellent attention to detail.	X	
Up to date knowledge of Microsoft packages, including Word and Excel.	X	
Values & Personal Qualities		
High levels of integrity, discretion and confidentiality at all times.	X	
Motivated and proactive self-starter who is able to work in a changing environment where resource may be limited.	X	
A passion for excellence, high quality and continuous improvement.	X	
A willingness to engage in the life of a school in order to support its particular vision and values.	X	

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. For any shortlisted applicants, we are also required to conduct an online search about you in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online.

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies

Application Process

We would welcome conversations with any interested candidates to help you determine whether this would be a good fit for you. If this is of interest to you, please contact:

Name: Abi Jesson
Title: Director of People
Email: ajesson@girlslearningtrust.org

To apply, please complete the application form on our website www.girlslearningtrust.org/vacancies

Closing Date

Applications must be received by no later than Sunday 8th October.

Interviews

First-stage interviews will take place online on **Wednesday 18th October**.

Second-stage interviews will take place at Nonsuch High School for Girls on **Monday 23rd or Tuesday 24th October**.

Notification and Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.



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