



GREENSHAW
LEARNING TRUST

Recruitment Pack
Regional HR Manager -Plymouth

**ALWAYS
LEARNING**

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Introduction

Dear prospective colleague,

Thank you for your interest in the role of HR Regional Manager - Plymouth Region. Due to our continued success and growth, we are looking for a passionate HR professional to join our HR Shared Services Team and lead a team of HR professionals based in Plymouth GLT schools. We are keen to receive applications from HR generalists who also have a passion for, and experience of Learning and Development (L &D).

The Greenshaw Learning Trust (GLT) is a successful multi academy trust with 8 primary schools and 12 secondary schools geographically spread across South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire, and Plymouth. We also have approval to open a new secondary school and secondary special school in Sutton. Having grown significantly over the last four years we currently employ over 2,000 people and educate 14,000 students and we are planning to grow further over the coming months and years.

The Shared Services HR Team currently consists of a Head of HR, Regional HR Managers based in South Gloucestershire, the Southeast, Plymouth, and an HR Systems Manager. Each GLT school is supported by a designated HR Lead, managed, and supported by one of the Regional HR Managers. The HR Regional Manager will support the Head of HR by providing quality HR support to all GLT schools, staff, and stakeholders. The post holder will be based in Plymouth and will primarily support schools in the Plymouth area, however, support at other schools within the GLT and travel to all GLT locations will be required.

Our website sets out our vision and achievements – www.Greenshawlearningtrust.co.uk. Further information on the structure of shared services can be found [here](#).

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.

I enclose a recruitment pack and look forward to receiving your application.

Yours sincerely,



Jenny Cain
Head of HR

Greenshaw Learning Trust – ‘Always Learning’

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. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local 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 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.

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 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.

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 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

Terms and Conditions of the role

Line Manager: Head of HR

Line management responsibility for: 3 School HR Leads

Salary: Salary calculated in line with NJC points **33 - 40 (£36,922 - £43,857)**

(Salary range will be determined subject to experience and qualifications) Salaries are paid monthly on the last working day of each month.

Additional Information: The post holder will be required to travel to all GLT schools and establishments.

Hours of Work: 36 hours per week, full time all year round.

This role allows for flexibility including the option of working remotely / from home on occasions, however typically working hours will be:

08:00 – 16:00 / 09:00 – 17:00 Monday to Thursday
08:00 – 15:45 / 09:00 – 16:45 Friday

The above hours include a daily unpaid lunch break of 45 minutes.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 you have the right to make your own pension arrangements. You may choose to contribute to the Local Government Superannuation Scheme or a Personal Pension Scheme.

Holiday Entitlement: The annual holiday entitlement is 25 days plus 2 extra-statutory days.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Check (DBS): This appointment is subject to the receipt of a satisfactory Disclosure and Barring check.

General: Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, 'Administrative Professional, Technical and Clerical Services.

Place of Work: Based in Plymouth (Stoke Damerel Community College) with flexibility to work from home.

Relocation Package: A relocation package will be considered for the right candidate

Job Description

To support the Head of HR to ensure all GLT Schools, staff and stakeholders receive a professional, consistent, and effective HR service.

To provide strategic advice and guidance on a range of people issues by ensuring consistent implementation and application of the GLT HR policies across schools in GLT.

The HR Regional Manager will support all GLT schools, however, due to the location, will primarily support the schools located in the Plymouth Region.

Contract and Operations

- Support the Head of HR with the due diligence and on-boarding processes for new schools. This will include assisting with academisation, and TUPE.
- Ensure a successful integration with the Trust HR services, including payroll, OH, DBS, PS People (PSP), Edupeople and other GLT systems and processes.
- Line manage, develop and challenge School HR Leads based in GLT schools across the Plymouth Region, including managing their performance management.
- Successfully induct HR staff in new schools to ensure they confidently and competently follow GLT processes and policy.
- Support with the training and development of HR staff in GLT schools.
- Support the Head of HR with development and implementation of new GLT policies.
- Carry out internal audits of key HR processes in each school within area of responsibility to ensure compliance and statutory requirements are aligned.

Employee Resourcing

- Support the Head of HR with the development of recruitment strategies that will meet the Trusts overall ethos and development plans.
- Provide professional guidance and support to Headteachers and School HR Leads on safer recruitment and selection processes.
- Research most effective method of advertising and negotiate central rates for advertising costs and develop a preferred suppliers/contractors list.
- Utilise PSP to develop a consistent approach to recruitment across the Trust including standard information and oversight of the process, complying with safeguarding requirements.
- Promote the Trusts equal opportunities policy and develop ways of attracting a diverse and high calibre range of applicants.
- Monitor equal opportunities in recruitment and prepare annual equal opportunities summary for the Head of HR.

Employee Relations

- Provide direction to all schools to ensure the delivery of an effective, efficient, economic and professional HR function for the Trust.
- Act as an expert, providing advice, guidance, and practical support to Trust Senior Leaders, Trustees, Directors, Headteachers and other senior staff on all people management and employment law issues including: TUPE, organisational change, change management, casework management such as disciplinary, grievance, capability, and absence management. Support with complex case management such as: employment tribunals, industrial relations etc ensuring compliance with Trust policies and procedures.
- Work with local Trade Unions to establish and develop a positive work relationship in accordance with the Trust's Trade Union Recognition Agreement.
- Offer support and advice on the management of sickness cases in accordance with the sickness absence policy and the Equality Act 2010
- To provide advice and guidance on employment-related queries including maternity/paternity/adoption leave entitlement, pensions entitlement.
- Maintain accurate and up to date records of the advisory work undertaken on the human resources case management system and other reporting systems, and report information as required to the Head of HR.

Learning and Development

- Develop a skills gap analysis to identify the skills gaps of employees across the Trust. Initially focussing on upskilling of HR Leads and line managers.
- In accordance with the skills gap analysis, develop and deliver effective training opportunities on a variety of human resources topics, including but not limited to performance management, recruitment and selection, dealing with conflict and difficult conversations
- Create training resources that can be accessed via a virtual environment, enabling a fluid exchange of knowledge and skills across the whole trust

Payroll/ Budgetary support

- To support all schools within the Trust with their monthly payroll processing where required
- Offer support and guidance to schools within the Trust on payroll related matters (pensions, staff benefits, salary sacrifice)
- Support the Head of HR to ensure there is a consistent approach to payroll decisions across the Trust, including overtime payments, maternity, paternity, shared parental leave and sickness entitlement etc.
- To carry out regular internal audits on all GLT school's payroll and HR processes to ensure legislative and awards compliance (tax, NI and superannuation etc) are adhered to in accordance with the Single employer responsibilities.

Analysis Reporting

- Work closely with the Head of HR and HR Systems Manager to ensure the effective use of HR metrics and workforce information to inform local decision making.
- Work with the Head of HR and other regional HR managers to produce data to populate HR dashboard for Trustees/LGB/Directors/Headteachers and all stakeholders.
- Analyse, understand, and share performance metrics to identify patterns and trends and use these to influence and drive HR strategy and policy.
- Support and develop school HR Leads to understand performance metrics and use them to ensure effective HR interventions occur.
- Provide administrative support for the HR Analytics and Systems function
- Assist the HR Systems Manager in producing accurate management information reports and statistics.
- 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 users to troubleshoot issues and provide 1st Line Support for systems queries.

Other Responsibilities

- Maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered in the workplace and in your personal practice.
- Take responsibility for personal continuing professional development and remain up to date with the latest human resources and employment legislation and best practice and the impact of this on the services provided to the Trust

Person Specification

The successful applicant 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.

Criteria	Essential	Desirable
Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> ● Membership with CIPD or equivalent or working towards (minimum level 5) ● Substantial experience in a Senior HR role or in a generalist HR role ● Experience of PAYE and Pensions administration ● Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values. ● Sound knowledge of appropriate payroll and financial strategies 	<ul style="list-style-type: none"> ● A good understanding of the education sector and in particular, the conditions of the Burgundy and Green Book ● Experience of working in a multi-site organisation. ● Experience of PS People or other HRIS systems. ● Experience of managing in house payroll ● Experience of learning and development
Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ● Ability to make decisions, identify and solve problems on thorough analysis and sound judgement. ● Ability to adapt and adjust legal and HR best practice appropriately in a complex working environment supporting managers with varying degrees of experience and diverse job roles. ● Strong relationship-building skills with the ability to inspire trust. ● Experience and ability to lead, motivate, provide clear vision and innovation. ● Ability to think clearly, incisively, and strategically. 	<ul style="list-style-type: none"> ● Experience of leading a team across a multi-site organisation.

Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ● Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively ● Strong organisational skills and the ability to work well under pressure. ● Good project management skills and the ability to balance competing pressures, deadlines and demands. ● Accuracy and analytical skills ● Ability to work well as part of a team. ● Diplomatic and confident ● Self-motivated and ability to use initiative. ● Ability to deal sensitively with people and resolve conflicts. ● Ability to listen and respond appropriately. ● Ability to challenge decisions and actions which are not ethical, explaining the organisation risks. ● Ability to always work with integrity. ● Financial understanding including the ability to quickly understand the financial consequences of employment decisions. ● Ability to communicate effectively with all stakeholders and commitment across the organisation 	
Additional Requirements	Essential	Desirable
	<ul style="list-style-type: none"> ● Commitment to travel to all GLT locations as required. ● A flexible approach to working hours. ● A commitment to the Trusts Safeguarding and Equality Opportunity Policy 	<ul style="list-style-type: none"> ● Use of car and current driving license.

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 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. CVs should not be submitted.

Applications must be received no later than midnight **Monday 20th September**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Tuesday 21st September**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

3. Interview Process

We aim to hold the interviews on **Friday 24th September 2021**. The interview will consist of a series of panel interviews with stakeholders and practical tasks related to the knowledge and abilities outlined in the Person Specification.

Applicants are advised to make a note of these dates.

4. Taking up post

The successful applicant will take up post **as soon as possible**. For further information, please contact Jenny Cain, Head of HR: jcain@greenshawlearningtrust.co.uk