



**GREENSHAW**  
LEARNING TRUST



*Orchard Park  
High School*

# Human Resources Manager Recruitment Pack

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of HR Manager at Orchard Park High School. We are one of the most successful schools in the area, well above the national average for progress 8. We are thrilled to share with you this exciting opportunity to join and we are pleased to provide you with some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is a highly successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant must be high performing and passionate about HR and education, and the improvement of life changes for our children, and committed to continuing to develop the foundations we have already built here at Orchard Park High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations.

You will also benefit from the expertise and constant feedback from both the Trust and the shared services HR professionals. You will be working closely with the Regional HR Partner for our school. We work closely with our Trust, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal school for you.

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.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

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.

Orchard Park 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 School websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. You can contact Maria Erotokritou, who is the Regional HR Manager for our school via email at [merotokritou@greenshawlearningtrust.co.uk](mailto:merotokritou@greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

*Carly Moran – Headteacher & Maria Erotokritou – Regional HR Partner*

## **Greenshaw Learning Trust – ‘Always Learning’**

GLT is one of the highest performing multi academy trusts in the country 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 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.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

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 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).



## 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 (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Regional HR Partner
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with NJC pay scale and dependent on experience and qualifications  Scale point: 23-28 Salary range: £35,577 - £39,264
<b>Hours of Work:</b>	Monday to Friday – 36-hour week (45 minute break) Monday – Thursday: 8.00am – 4.00pm Friday: 8.00am – 3.45pm
<b>Place of Work:</b>	Orchard Way, Shirley, Croydon CR0 7NJ
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	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 (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 26 days plus 2 extra-statutory days
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description – Human Resources Manager

The duties and responsibilities in this job description are not exhaustive or restrictive and serves to highlight the main requirements of the role. 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. This job description will be reviewed regularly and may be subject to change.

The HR Manager is an essential role in managing the HR provision. This is a stand-alone role reporting to the Regional HR Partner of the Trust. The post-holder will be responsible for operational HR, ensuring compliance with Trust and school policies and procedures, employment and education legislation and best practice, as well as promoting effective employee relations.

### HR

- Lead on the management of all HR, employment and employee matters for the School.
- Advise line managers on policy implementation.
- Coach and support line managers to develop their people management skills across a range of HR activities.
- Lead on ensuring data retention of staff / candidate data is kept in line with policy and GDPR.
- Understand the multiple variations of terms and conditions of staff, in addition those driven by TUPE and ensure compliance.
- 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; right to work, overseas checks; TRA checks; qualifications, references etc.
- Lead on holding and keeping the School's SCR up to date and in line with national guidance and Ofsted requirements.
- Meet with Ofsted inspectors during inspections and be accountable to them and the Headteacher for ensuring the School continues to have an accurate SCR.
- 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 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 is fully maintained.
- Complete the School Workforce Census.
- Oversee and manage staff absence procedures, to include:
  - issuing leave of absence forms as per School's procedures;
  - ensuring Fit for Work certificates are sent in by the absent staff member;
  - logging all absences onto NEO People and for payroll purposes;
  - compile statistical absence reports as required;
  - ensure effective absence management and occupational health procedures are in place, support line managers in absence management and promoting staff wellbeing;

- monitoring absence records and ensuring procedures are following to instigate different stages of the procedures in due course;
- organise and oversee return to work meetings and formal stage meeting are completed, ensuring line managers are following the procedures and produce letters as per GLT templates;
- process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary, and;
- ensure there is a consistent and regular line of communication with all absent colleagues.
- Monitor and record annual leave and holiday working for all support staff on 52-week contracts.
- Coordinate and 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 the school's database system/s for personnel matters, such as payroll and staff details as requested by the Greenshaw Learning Trust.

### **Employee Relations**

- Attend informal and formal meetings in an advisory capacity, supporting the meeting Chair.
- Maintain comprehensive records in line with policy and legislation to ensure the Trust is able to defend its position at an Employment Tribunal if necessary.
- Establish and maintain excellent working relationships with agreed Trade Union Representatives within the school.
- Keep up to date with relevant employment law and GLT policies and procedures.
- Actively contribute to organisational change efforts such as restructuring, redundancy and TUPE in conjunction with Regional HR Managers.

### **Recruitment**

- Manage the recruitment process for internal and external recruitment liaising with SLT to develop job descriptions and person specifications to meet school and legislative requirements.
- Manage and maintain relationships with recruitment agencies for the provision of temporary and supply staff where needed.
- Oversee and manage the vetting and induction of supply staff to ensure safeguarding is met.
- Ensure all aspects of Safer Recruitment are adhered to with structured systems in place to record appropriately.
- 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

### **Payroll & Pensions**

- To be responsible for the management of payroll and pensions for the school's directly employed staff.
- To oversee the Teachers Pensions portal and carry out tasks assigned by Teachers Pensions and requested by GLT HR.
- Ensure that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions.
- Prepare monthly returns including:
  - New starters, contract changes and leavers
  - Additional hours (overtime & additional payments)
  - Sickness and absence deductions
  - Maternity, paternity, shared parental leave and pay etc
  - Salary sacrifice deductions
  - Changes in personal details
  - Checking salary report for accuracy, correcting where necessary, liaising with staff on salary changes
  - Reconcile the monthly payroll figures and ensure payments are allocated to correct budget
  - Support the Finance Analyst to maintain accurate staffing salary budget.
  - Submit relevant data to the TPS/LGPS in accordance with the Service Level Agreement with the school and the Greenshaw Learning Trust.
- Administer the annual pay review process for both teaching and support staff.

### **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**

- Undertake projects as assigned by the Headteacher and/or Regional HR Manager ensuring agreed outcomes are delivered in a timely manner.
- To undertake any other similar duties as reasonably directed by the Headteacher and Regional HR Manager.

## Person Specification – Human Resources 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"><li>• Educated to at least A-level standard (or equivalent)</li><li>• Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics</li><li>• Experience of working in a Human Resources related environment</li><li>• CIPD Level 3/5 qualification</li><li>• Good knowledge of employment law</li><li>• Knowledge and understanding of key HR processes e.g. recruitment, appraisals, absence management</li><li>• Working knowledge of relevant HR issues and an up-to-date understanding of HR good practice</li><li>• Experience of HR systems and databases as well as excellent computer literacy</li><li>• Experience of managing a payroll system and some knowledge of PAYE</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a school or similar establishment</li><li>• Experience of school data and information systems in a school environment</li><li>• Understanding of Teachers Pensions / LGPS</li></ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"><li>• Ability to use initiative to improve process and to be creative and analytical in order to find solutions to complex HR issues</li><li>• Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner</li><li>• Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion</li><li>• Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations</li><li>• Excellent verbal and written communication skills, and the ability to communicate with colleagues, pupils/students, parents/carers and other visitors in a professional manner</li><li>• Good interpersonal skills and an ability to develop and maintain effective working relationships</li><li>• Efficient, accurate and excellent attention to detail</li><li>• Ability to work under pressure and to strict timelines</li><li>• Excellent organisational and administrative skills</li></ul> <p>High standard of literacy and numeracy</p>	
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	<ul style="list-style-type: none"><li>• Knowledge and understanding of the education sector, a desire to work in a school, and a willingness to contribute to various aspects of school life</li><li>• Desire to enhance and develop skills and knowledge through CPD</li><li>• 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</li><li>• Recognition of the importance of personal responsibility for Health and Safety</li><li>• Commitment to the school's ethos, aims and its whole community</li></ul>	

## 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 <https://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.

Applications must be received no later than **9am on Wednesday 31<sup>st</sup> January 2024**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **1<sup>st</sup> February 2024**. 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 on **Monday 5<sup>th</sup> February 2024**. 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 [merotokritou@greenshawlearningtrust.co.uk](mailto:merotokritou@greenshawlearningtrust.co.uk).

### 7. Safeguarding

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