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**HR Advisor  
RECRUITMENT PACK**

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# Our Vision, Mission, Ethos & Values

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 9am on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
**HR Central Services**

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



## Our Vision is...

Our vision is of a high achieving and locally-focused trust with academies in all phases of education. With an understanding of the proud and vibrant communities we serve and a rigorous culture of high aspirations and strong academic performance, our focus is on creating opportunities that are transformational, improving the life chances of all our young people.

## Our Mission is...

We seek to achieve our vision with a relentless determination to show our students and others we support, both within and beyond our Trust what is possible by:

- Expecting excellence and achieving the highest standards for young people; encouraging them to have the highest aspirations for themselves.
- Providing innovative training to staff so they are the best they can be.
- Working collaboratively to ensure best practice across Trust schools and colleges and more widely so we continuously learn from one another.
- Building a portfolio of experiences and network of partners to enrich students' experiences.
- Providing a strong central services offer to allow leaders and teachers to focus on education.

## Our Ethos is...

Our ethos is built upon a desire to create extraordinary opportunities for staff and students that they won't experience elsewhere, significantly improving their chances to progress, achieve and go on to succeed in the lives and careers they want and deserve.

## We aim to:

- Celebrate students' uniqueness and support each one to flourish and become responsible, successful citizens who contribute positively to their communities.
- Offer exceptional learning environments which create positive and challenging spaces that allow students and staff to thrive.
- Develop outstanding leadership at all levels.
- Celebrate diversity by encouraging an understanding of our communities, faiths and cultures.

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# Trust Central Services Team

The Trust's central services teams include: HR and Payroll, IT Services and MIS, Finance and Estates. Their aim is to enhance the experience of students and staff across our Trust by providing effective and efficient central services which support them to achieve their goals.

The Trust HR Advisor is a new role which will join our HR Central Services Team, currently made up of 4 HR specialists and 1 Payroll Officer, reporting to the Trust Head of HR. Working as part of the Trust Central Services, this is a busy team of professionals who relish the challenge of delivering an outstanding service in a complex and ever-changing environment. The department is based at OSFC, but the team has lots of interactions with all employees, working off site at the other academies within our Trust, ensuring we meet the needs of employees and leaders by providing expert advice and support.

Our Trust's vision for our workforce is one in which diverse, dedicated, skilled and high-performing staff are operating in a healthy and inclusive work environment. Our HR Central Service team plays a key role in enabling this vision to be realised. Our talent is supporting the everyday working lives of our employees, and we are proud to support leaders in achieving the Trust's vision and values to inspire, challenge and celebrate our staff across all academies.



# The Pinnacle Learning Trust Job Description



## Trust HR Advisor

### Main Purpose of the post

To provide support for the HR caseload at all of the Academies within the Pinnacle Learning Trust, including, absence management, disciplinary, grievance and capability. To be the lead for Trust recruitment, and support staffing analysis and performance management. To work flexibly and collaboratively with colleagues and Senior Leadership Teams in the Trust's Academies.

### Main Duties and Responsibilities

#### Role Responsibilities:

- Deputise for the Trust Head and Deputy Head of HR as required
- Work with the Deputy of HR to support the day-to-day running of the HR Central Services team, including working methods, setting targets, developing capability, and holding them to account
- Embed a culture of high performance and service excellence
- Provide positive and supportive team leadership (as appropriate) and effective communication
- Support the review process to update policies, procedures and processes to meet Academy and Trust needs with the support of the Trust Head and Deputy of HR
- Share good practice and take a lead on relevant initiatives
- Work independently with minimal supervision

#### Specific responsibilities:

- To regularly work on site at our Trust's academies providing advice and support in relation the HR matters, reporting any issues to the Trust Head of HR
- To manage HR caseloads for all of our academies, ensuring compliance with legislation and Trust policies, in areas such as:
  - Absence management, including carrying out return to work interview meetings and risk assessments
  - Staff wellbeing support
  - Disciplinary, Capability and Grievance processes (including conducting investigations, advising on the process, managing the administration, drafting letters and reports, creating 'bundles' and attending meetings where appropriate)
  - Mediation meetings
  - Flexible working requests.
- To be responsible for the recruitment and selection process of The Pinnacle Learning Trust, taking the lead on recruitment, ensuring the materials and recruitment offer is up to date and offers the best experience for candidates. Offer advice and guidance to academies, review current practices and direct the HR Assistants and Office Managers regarding compliance and processes.
- To contribute to the effective delivery of the HR Central Services, answering queries, inputting accurate data into the Trust's HR and Payroll system, supporting the team members as required.
- To ensure the Schools and Sixth Form Terms and Conditions are adhered to in terms of policy and practice.
- To support and train academy staff as required and ensure consistency in the use of HR systems and processes across the Trust.
- To provide HR statistical and management information, as required.
- To keep abreast of developments in employment legislation and case law and be proactive in ensuring managers are appropriately briefed on relevant changes and new legislation.
- To represent the HR Central Services team at internal and external meetings where appropriate.
- To keep accurate and up to date files and computerised records in line with Trust's Data Protection and Document Retention Policies and carry out regular validation checks.



## PERSON SPECIFICATION: Trust HR Advisor

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

### Requirements of All Trust Staff:

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives
- To comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability
- To attend briefings and staff meetings as required
- To participate in the Trust's Performance Management Review scheme and undertake professional development and training as required
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal or designated alternate

### Relationship to other posts within the Trust

**Supervision given to: Trust HR Officer and HR Assistants**

**Supervision received: Trust Head of HR**

	Ref: HRAd		
	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working in Education		•	Application/Interview
Minimum 3 years experience of working in an HR environment	•		Application/Interview
Experience of dealing with difficult and sensitive situations in a diplomatic and professional manner	•		Application/Interview
Experience of using databases and management information systems in an area which is routinely audited.	•		Application/Interview
Supervisory experience including giving instructions, delegating work, developing working methods, monitoring performance.		•	Application/Interview
<b>Skills and Knowledge</b>			
Excellent administrative and organisational skills	•		Application/Interview
Articulate and well-developed written and oral skills.	•		Application/Interview
Excellent Computer skills, including knowledge of GSuite/Microsoft packages.	•		Application/Interview
Knowledge of HR generalist issues	•		Application/Interview
Knowledge of current employment law legislation	•		Application/Interview
Confidence in ability to advise staff at all levels on HR legislation, policy and practice	•		Application/Interview
Knowledge of best practice in specific HR areas (Recruitment and Selection, Absence Management, Capability, Disciplinary and Grievance)	•		Application/Interview
<b>Education and Qualifications</b>			
Good Standard of Education	•		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability	•		Application
A CIPD Level 5 qualification (Diploma or equivalent HR experience)	•		Application/Interview
Evidence of ongoing professional development within HR	•		Application
Driving Licence		•	Application/Interview
<b>Attitude and Personal Qualities</b>			
Accuracy and attention to detail	•		Application/Interview/References
Ability to work independently and as part of a team	•		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	•		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	•		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	•		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	•		Application/Interview/References
Patience and ability to remain calm	•		Application/Interview/References
Suitability to work with children	•		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	•		Application/Interview
Sensitivity to community issues	•		Application/Interview
An enthusiastic and flexible approach to working routines and practices	•		Application/Interview/References
Empathy with working with young children, the 16-19 year age group and the provision of a quality service for young people.	•		Application/Interview

## How to apply

To apply, please click [here](#).

### Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The PLT Booklet for more reasons to work for the Pinnacle Learning Trust.

### Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**



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