



**GREENSHAW**  
LEARNING TRUST



COMMITTED TO  
EXCELLENCE

GREENSHAW HIGH SCHOOL



**HR & Admin Assistant  
Recruitment Pack**

**ALWAYS  
LEARNING**

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## A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and highly popular school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

I would encourage you to visit the school's website [www.greenshaw.co.uk](http://www.greenshaw.co.uk) to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at [hr@greenshaw.co.uk](mailto:hr@greenshaw.co.uk)

If our vision is one you share then please do read on. 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. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,



**Nick House, Headteacher**



## 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
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Human Resources Manager
<b>Contract:</b>	Permanent
<b>Salary:</b>	<b>NJC Scale 4/5 - 7-15</b> <b>£27,855.00– £31,440.00 FTE</b> <i>Salary calculated in line with NJC pay scale (Outer London) and starting salary is based on experience</i>
<b>Hours of Work:</b>	Full time – 36 hours per week Flexibility and the ability to work outside of the normal working hours may be required  <u>Typical working pattern:</u> Monday to Thursday                      08:00am – 16:00pm Friday                                              08:00am – 15:45pm  The above hours include a daily unpaid break of 45 minutes
<b>Place of Work:</b>	Greenshaw High School, Grennell Road Sutton SM13DY
<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 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 23 plus 2 Statutory days plus bank holidays.
<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>Local Government Pension Scheme:</b>	The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <a href="http://www.lgpsmember.org">http://www.lgpsmember.org</a> .
<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 – HR & Admin Assistant

The duties and responsibilities in this job description are not restrictive and 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.

The HR & Admin Assistant will support the school's HR Manager in the provision of a high quality, efficient HR service for the school. The role is varied and will oversee end-to-end recruitment, respond to HR queries under the HR Manager's guidance as well as ensuring that staff files are up-to-date. The post-holder will also provide administrative support to the Director of Operations and in the School Office during busy periods.

### Main Responsibilities

#### Recruitment

The post-holder will support the HR Manager in the end to end recruitment of all teaching and support staff. This will include, but is not limited, to the following and with direction from the HR Manager:

- Placed advertisements and ensuring that the school's website provides accurate information on vacancies and that relevant documents are up-to-date
- Respond to queries from interested parties and candidates during the advertising process
- Monitor applications, preparing shortlisting packs and inviting successful candidates to interview
- Identify gaps in application forms and advise the HR Manager for review
- Request references and following up on any queries
- Produce and issuing interview schedules and in co-operation with the Recruitment Panel
- Prepare interview day packs for candidates and the shortlisting panel
- Provide support on the interview day to candidates and the Recruitment Panel
- Support the HR Manager in the administration of new starter paperwork for the successful candidate
- Support the HR Manager in completing the necessary pre-employment checks for successful candidates e.g. DBS, Occupational Health, qualifications, right to work checks;
- Produce and issuing induction day schedules and in co-operation with the Line Manager
- Provide support on induction days and throughout the induction process to new starters and the Line Manager
- Ensure that probation periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by Line Managers

#### Staff Data & Records

- Support HR Manager in ensuring that the HR database is kept fully up-to-date with accurate staff records
- Ensuring that electronic staff files (and paper files where available), are maintained to a high standard and are located and stored in the correct location and in the proper manner
- Support the HR Manager to ensure that the school's Single Central Register is kept up-to-date at all times
- Support the HR Manager in compiling and reviewing data during the audit period and the annual School Work Force Census
- Support HR Manager with absence administration:
  - 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

### **Payroll**

- Support the HR Manager with processing payroll on a monthly basis ensuring that the return is accurate and process in a timely manner

### **Administrative**

- Answer day-to-day enquiries (both internal and external) in a timely and efficient manner, escalating or re-directing where appropriate, and liaising with the HR Manager to resolve any staffing, pay and contractual issues
- Support the HR Manager in the administration of new starters, leavers and contract variations, as well as any other paperwork as may be required during the school year. This includes, but is not limited to:
  - Producing paperwork for new starters, leavers and contract variations
  - Producing paperwork for any other payroll changes e.g. allowances etc.
  - Providing administrative support during the annual appraisal review process
  - Preparing and issuing annual salary statements to teaching and support staff
- Providing additional administrative support to the Director of Operations, as required
- Monitor the HR and Recruitment email inboxes, handling and distributing both internal and external post, and responding to telephone queries
- Carry out any other general administrative duties e.g. filing, photocopying, scanning and shredding

### **General Responsibilities**

- Responsibility for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Awareness of and compliance with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the Headteacher, HR Manager and other members of SLT.

## Person Specification – HR & Admin Assistant

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>Understanding of basic 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>CIPD Level 3 qualification or working towards</li> <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 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> <li>High standard of literacy and numeracy</li> <li>Willingness to undertake ongoing training</li> </ul>	
<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 **9.00am on Wednesday 31<sup>st</sup> January 2024**. Applications received after this date and time will not be considered.

### 2. Shortlisting

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 shortly after the closing date. 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 [hr@greenshaw.co.uk](mailto:hr@greenshaw.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.