



Haberdashers'
Academies Trust
South

Senior HR Advisor (Hatcham College) Recruitment Pack

September 2024



Together, stronger

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Dear Candidate,

Thank you for your interest in the post of **Senior HR Advisor, Hatcham College**.

This is a crucial role within the College, with the successful candidate working across the two Hatcham College sites. The Senior HR Adviser will have experience of providing advice on employee relations, terms and conditions and contract issues. They will be confident using HR information systems and have a sound knowledge of employment law. CIPD qualified or significantly working towards one is important, as is strong English and maths skills. They will be required to manage an HR apprentice, to support their development and supervise completion of any delegated tasks.

We are a Trust of nine schools, all based in Southeast London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and are committed to a diverse and inclusive student and staff body.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

For a confidential discussion regarding this post, please contact Trust Recruitment Lead, Yas Affum on y.affum@habstrustsouth.org.uk

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit our website.

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.



The Worshipful Company of Haberdashers'

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' formally visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	Senior HR Advisor
Contract Type:	Permanent
Salary:	S25 – S28 (£38,835 - £41,930 per annum)
School/Service:	Hatcham College
Location:	Jerningham site & Pepys Road sites (New Cross, SE14 5NY)
Hours Per Week:	Full time, flexible working considered
Accountable To:	Senior HR Business Partner

About the role

The Senior HR Advisor will work across the two Hatcham College sites to deliver effective, best practice HR across key operational areas, including recruitment, onboarding and induction, terms and conditions of service, sickness absence management and employee relations issues. You will work in conjunction with the Senior Leadership Team at Hatcham College and relevant line managers and will be supported by an HR apprentice.

The Senior HR Advisor will have experience of providing advice on employee relations, terms and conditions and contract issues. They will be confident using HR information systems and have a sound knowledge of employment law. CIPD qualified or significantly working towards one is important, as is strong English and maths skills. They will be required to manage an HR apprentice, to support their development and supervise completion of any delegated tasks.

The postholder must be resilient, solutions focussed, have sound judgment and work collaboratively. The postholder must have worked in the education sector and have a good understanding of safeguarding and Safer Recruitment.

Reporting

This role will report into the Senior HR Business Partner.

Support

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional learning is key to our success. We are fortunate to have a wide range of internal and external course facilitators, with a wide range of courses and CPD opportunities for all staff. We are particularly focusing on the development of our support staff; you will be encouraged and supported to:

- Engage in relevant externally accredited programmes and apprenticeships
- Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation affecting Initial Teacher Training and development of educational practitioners and leaders
- Reciprocally share expertise and skills with others in the Trust and outside the Trust, to ensure best practice, consistency in business support and ongoing improvement

Role Description

Key responsibilities

To deliver effective, best practice HR across key operational areas, including recruitment, onboarding and induction, terms and conditions of service, sickness absence management and employee relations issues.

Recruitment & onboarding

- Manage the administration of recruitment exercises which will include; working with managers to understand their staffing requirements, designing effective job advertisements and job descriptions ensuring that they comply with best practice, placing advertisements, generating letters to applicants, and preparing short listing packs, interview schedules, interview questions and tasks.
- Work collaboratively with the HR Apprentice to prepare standard letters of appointment, contracts, ensuring that relevant right to work documentation, Occupational Health and ensure that all required pre-employment checks are undertaken in a timely manner, immediately alerting the Director of People to any issues with checks received or any outstanding pre-employment checks prior to the employee's date of commencement
- Produce HR letters and ensuring that all communication is consistent, accurate and professional.
- Maintain the Single Central Register (SCR) for staff.
- Work with managers and the professional development team to ensure that all new staff receive a high-quality induction.

Data management

- Monitor the sick leave absence records, annual leave records, end of probationary periods and annual appraisal dates to advise managers as necessary and ensure that processes are in place for their correct storage and maintenance.
- Responsibility as a primary user to ensure the HR Information System (Access People) is accurate.
- Assist in the provision of HR management information and analytics

Payroll

- Maintain oversight of monthly payroll changes, ensuring pay affecting changes are entered accurately, in line with College deadlines.
- Assist with salary, benefit and pension calculations and queries, working closely with the Payroll Manager to ensure accurate payroll.
- Check the schools' monthly Payroll submissions.

Staff voice

- Carry out exit and induction interviews with incoming and outgoing staff.

Role Description (contd)

Employee Relations

- To assist with the review and development of employment policies and procedures, to ensure the College has robust policies and procedures in place which comply with current employment legislation.
- With support from the Senior HR Business Partner, communicate key HR policy changes, providing briefing sessions for staff as required.
- To support the development of people management skills within the College by supporting and coaching managers and staff to ensure a transfer of knowledge, as well as developing and implementing specific HR training across the organisation.
- Confidently advise line managers and staff members, using appropriate methods of communication tailored to the audience, answering straightforward questions or researching employment law, interpreting procedures to answer more complex questions.
- To support managers with change management processes, including the development of consultation documents.
- Responding to employee issues and questions, providing feedback to managers to ensure appropriate action is taken where necessary.
- To oversee investigations and support managers through disciplinary and grievance processes, including taking minutes of formal meetings, and ensuring decisions are consistent with best practice, legislation, College culture and policy.
- To advise on the capability procedure and communication around performance issues. To support team building and informal approaches such as mediation and conflict management for managers and staff.
- To advise managers on absence - management (including maternity, paternity and shared parental leave) and to oversee ill health cases and processes, including writing management referrals to Occupational Health and providing guidance on reasonable adjustments and ill health retirement.
- To manage specific projects and ongoing HR workstreams, as directed by the Director of People

Additional specific responsibilities:

- Attend appropriate training on employment law, HR policies and procedures, and their effective implementation at departmental level.
- Support the leadership team to manage the wellbeing of all staff, to ensure that they are supported in accordance with policies and procedures.
- Contribute to and maintain staff toolkits in relation to key areas for Managers to utilise (such as capability, absence etc).
- Support and maintain effective working relationships with Trade Unions and Professional Associations through effective and productive consultation processes.

Role Description (contd)

- Keep an up-to-date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
- Undertake any other duties as directed including working at different locations in order to provide business continuity and to enable the HR team as a whole to fulfil Trust needs.
- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

“High quality professional clerking is crucial to the effective functioning of the Trust. Trust and Local Boards should set demanding standards for the service they expect from their clerk and assure themselves that they are employing a clerk with the skills, training and knowledge required for their board.”

The DfE

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools.”

Primary Principal



Staff Experience

Why Haberdashers?

Our People Strategy outlines our approach to people development and people management. It sets out how every one of us can have confidence in the support and opportunities we receive as we strive to be the best that we can be.

It is important to us that we are recognised as a great employer. We want to attract, recruit, retain and develop the best staff for our Trust and ensure that they reflect the diversity of the schools and communities that we serve. Our recent Staff Experience Survey highlighted some key strengths:

77%
enjoy
working
here

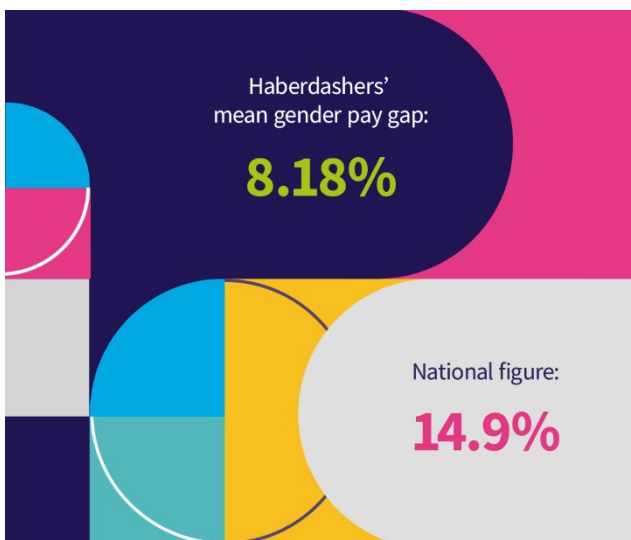
90%
understand the
Trust vision
and their role
in it

82%
agree this is an
inclusive
workplace

3/4
agree their
professional
learning is
supported here

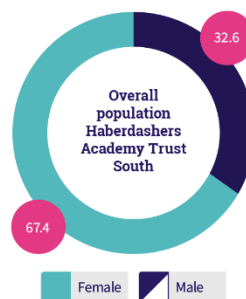
2/3
would recommend
working here
to others

We are also proud of our Gender Pay Gap, which is significantly lower than the national average and the education sector as a whole. We are currently developing our Ethnicity Pay Gap information.



Haberdashers' Academies Trust South

Population by hourly pay quartiles



Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

Why Haberdashers?

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

- Secondary school support

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

- Secondary school support





Recruitment process and additional recruitment information

Closing date: Monday 7th October 2024 @09:00am

We reserve the right to close this job advert early if we receive sufficient applications. It is advised that you submit your application as soon as possible to avoid disappointment

Shortlisting: Wednesday 9th October 2024

Interview date: Friday 11th October 2024

Start date: Monday 4th November 2024 or sooner

Recruitment Process:

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task, presentation
- Panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing centralhr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Academies Trust South

For a confidential discussion about this post please contact Trust Recruitment Lead, Yas Affum on: y.affum@habstrustsouth.org.uk

Thank you for your interest in the
Haberdashers' Academies Trust South.
We look forward to receiving your application.

Haberdashers' Academies Trust South,
Jerningham Road, London, SE14 5NY

www.habstrustsouth.org.uk