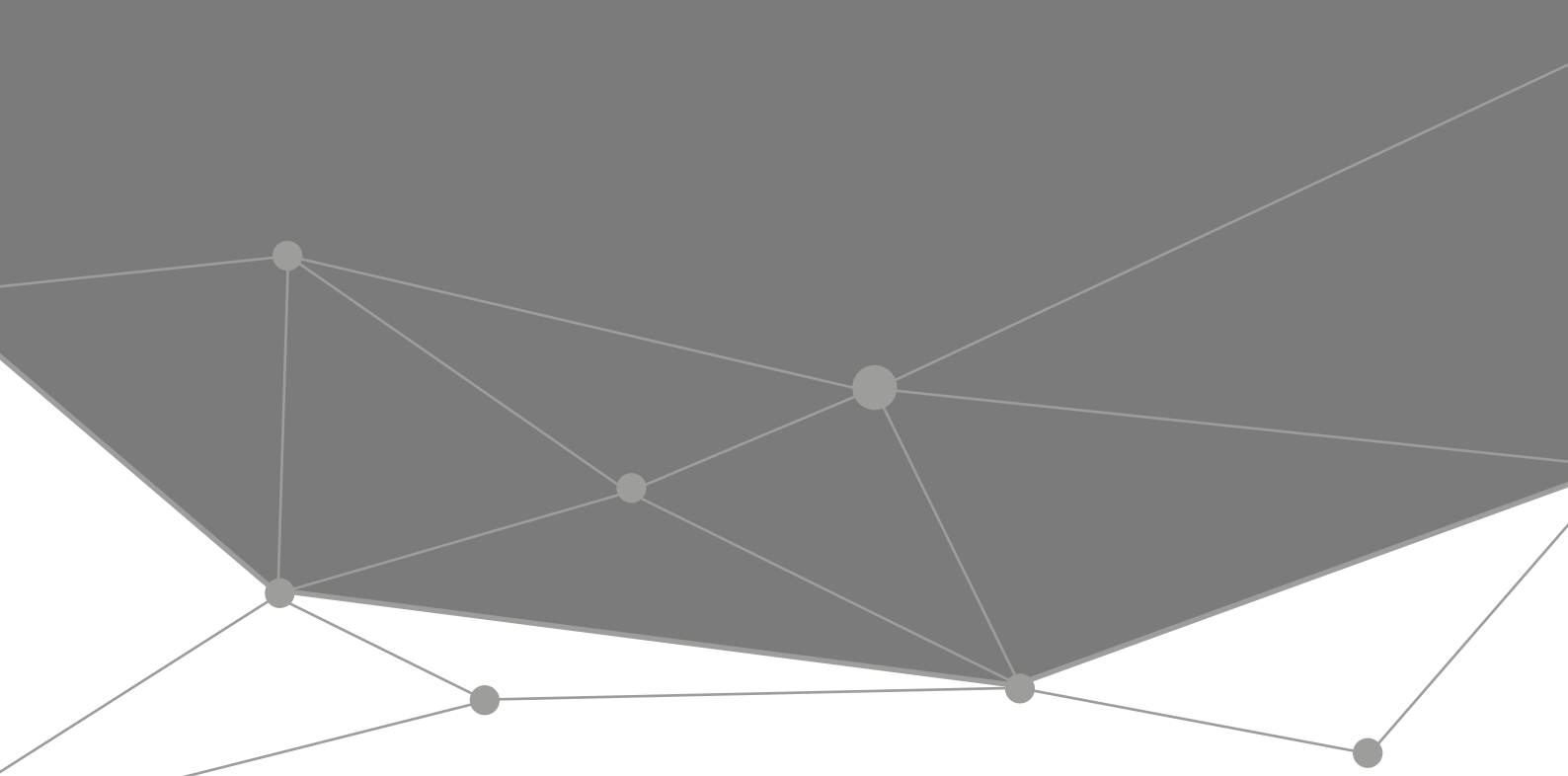




Senior HR Adviser - Royal Greenwich Trust School

Candidate Information Pack



“ Providing transformational educational opportunities for all children... ”



Senior HR Adviser - Royal Greenwich Trust School (Full time) University Schools Trust

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Welcome

Thank you for considering applying for the post of Senior HR Adviser (RGTS). The University Schools Trust (UST, the Trust) is a unique organisation. Six prominent UK Universities together with an impressive group of other companies and institutions have formed a partnership with the potential to transform thousands of young peoples' lives.

At UST we already have an unrelenting focus on our transformative educational agenda.

We are now welcoming applications for this key role from candidates who share our determination to provide outstanding educational outcomes for our young people without exception or bias.

Arguably there has never been a time within the UK Education system where schools have had more operational freedom.

The opportunity to innovate is boundless whilst the responsibility to ensure that robust processes are in place rests almost entirely with senior officers and Trustees. In looking to fill this post we seek a candidate with a very strong grasp of operational management as well as providing outstanding leadership and vision.

At UST we believe that the most important resource is the human resource. We invest in our people and partnerships and understand the importance of good communication in creating an environment of mutual trust.

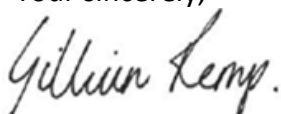
Following a review of the HR Service, this role that has been created to support the Operational Manager-HR and Headteacher deliver an efficient HR advisory and administrative service at the Royal Greenwich Trust School.

Working directly to the Operational Manager - HR, key accountabilities for this role will include the provision of:

- an effective employee relations and sickness absence management service
- an effective on-boarding and lifecycle service, including safer recruitment and payroll administration service
- HR Policy development and implementation
- Provision of quality workforce information and reports
- Supporting the successful implementation of a new HR and Payroll system across the Trust

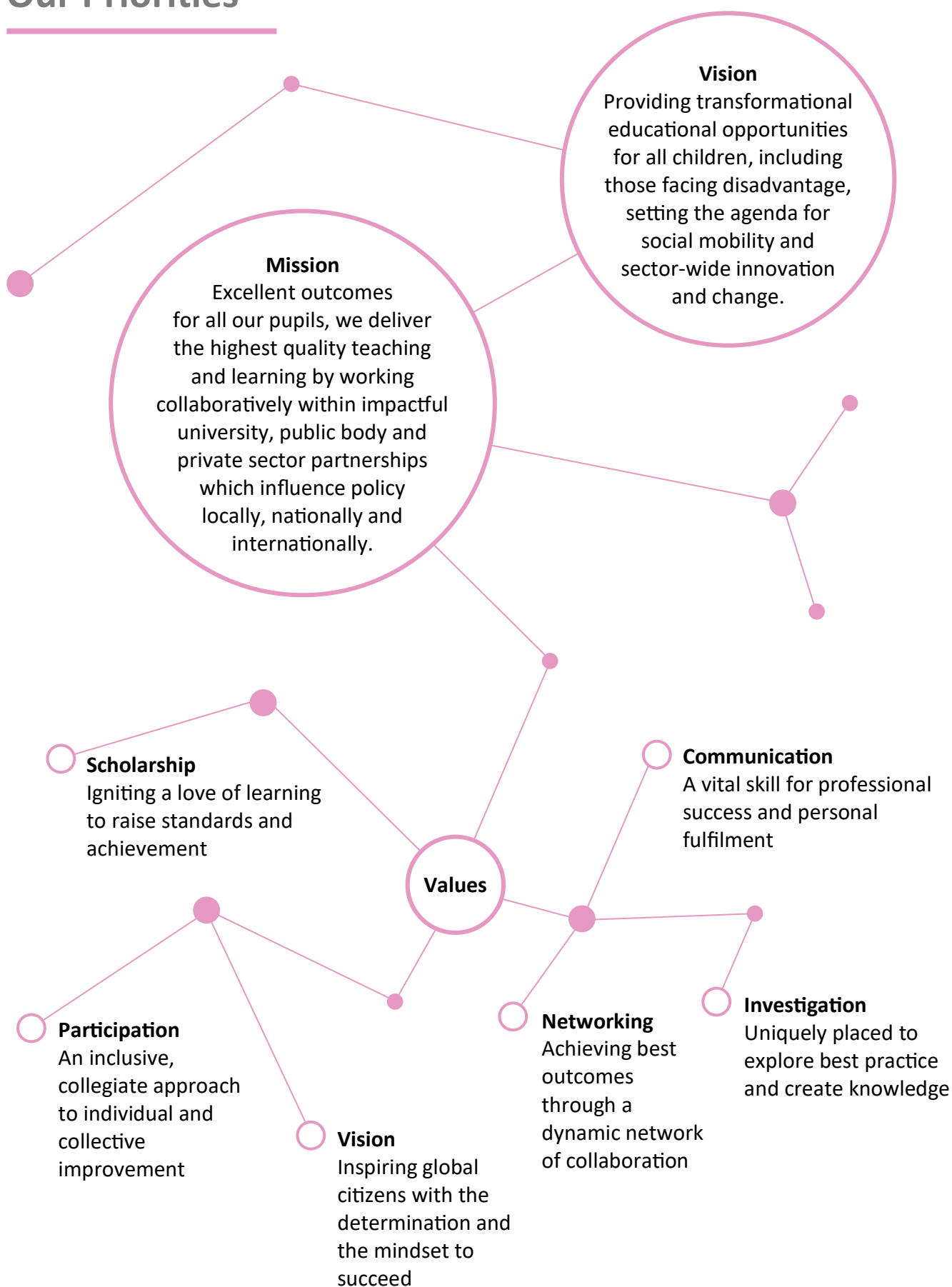
We are looking to fill this post with a suitably skilled and experienced candidate who is excited by and supports the Trust's ethos and aims. If you feel that you meet the requirements of the role and have the drive to support a challenging but exciting HR agenda within a fast paced environment, we would love to hear from you.

Your sincerely,



Gillian Kemp
Trust Leader

Our Priorities





The University Schools Trust

The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

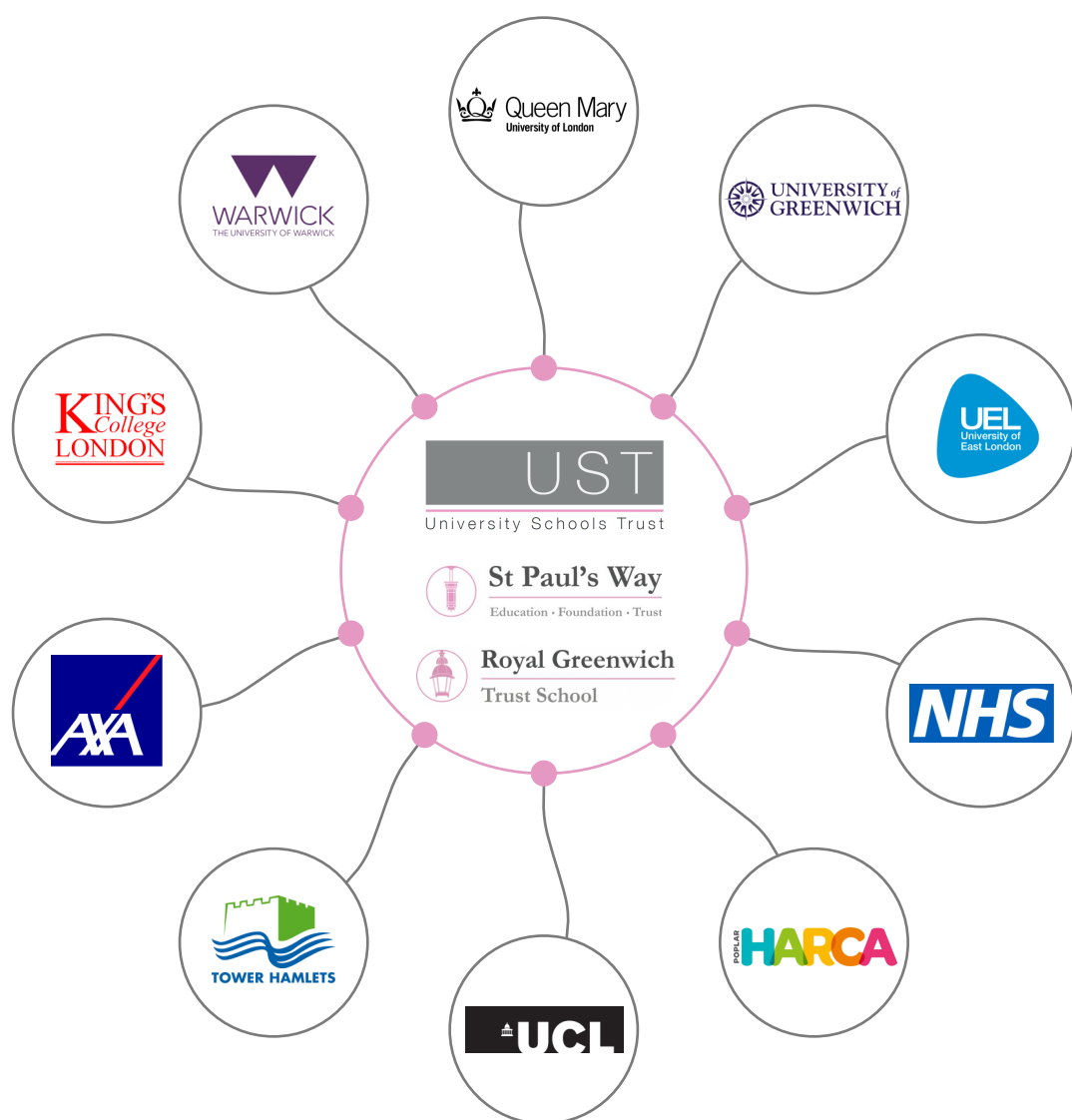
UST is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.



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University
Trust Partners

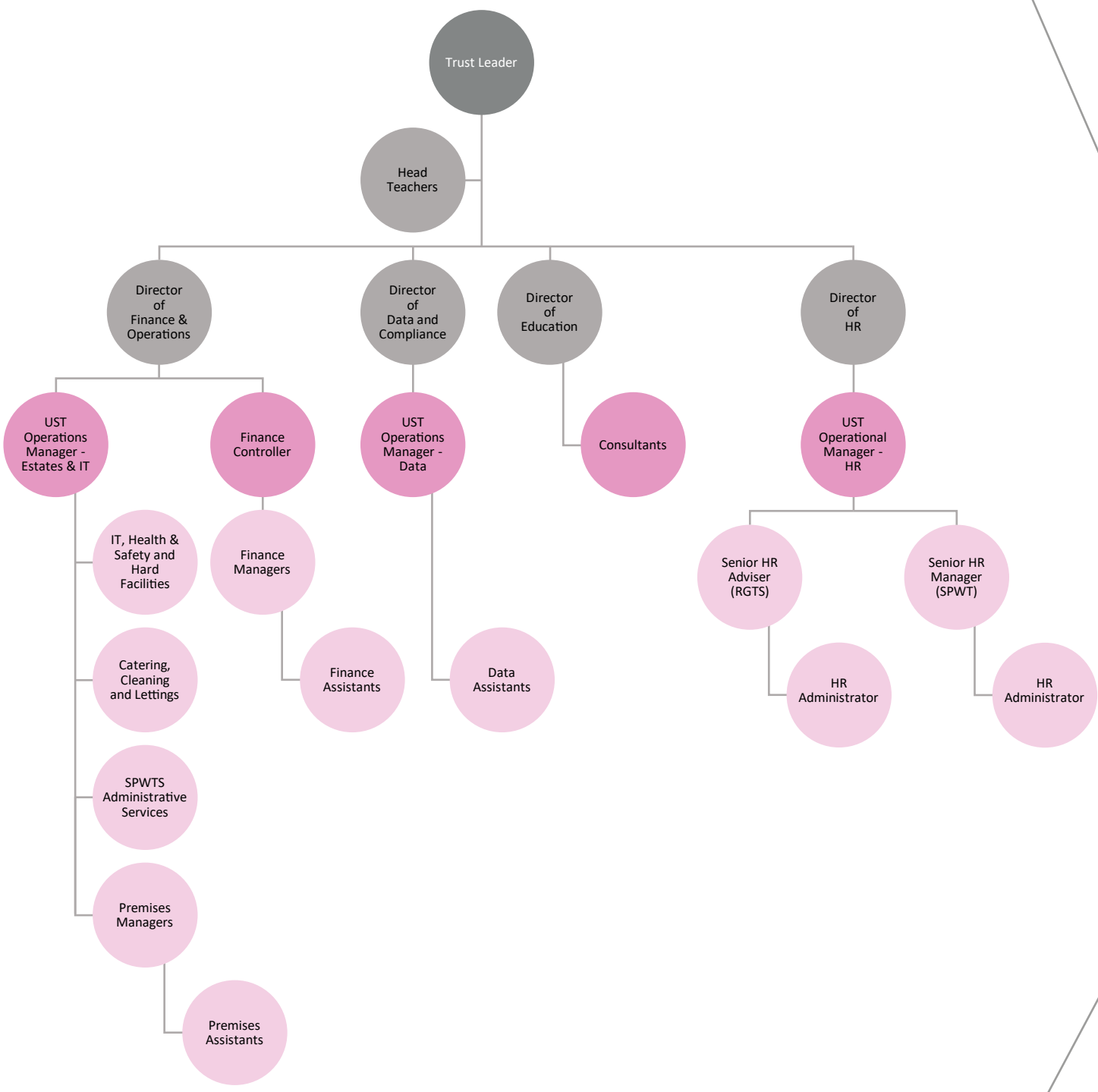
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Trust Partners

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Schools

Organisation Chart





Our People Strategy: Continual Professional Learning & Networking Opportunities

The UST prioritises the support and development of its staff. Our people are our most important resource, however, our approach is tailored given our expertise in developing talent.

The School of Education is positioned within the UST, its remit is to develop and support all our staff. The School of Education offers training courses and bespoke support so staff can fully develop their knowledge and skills continually.

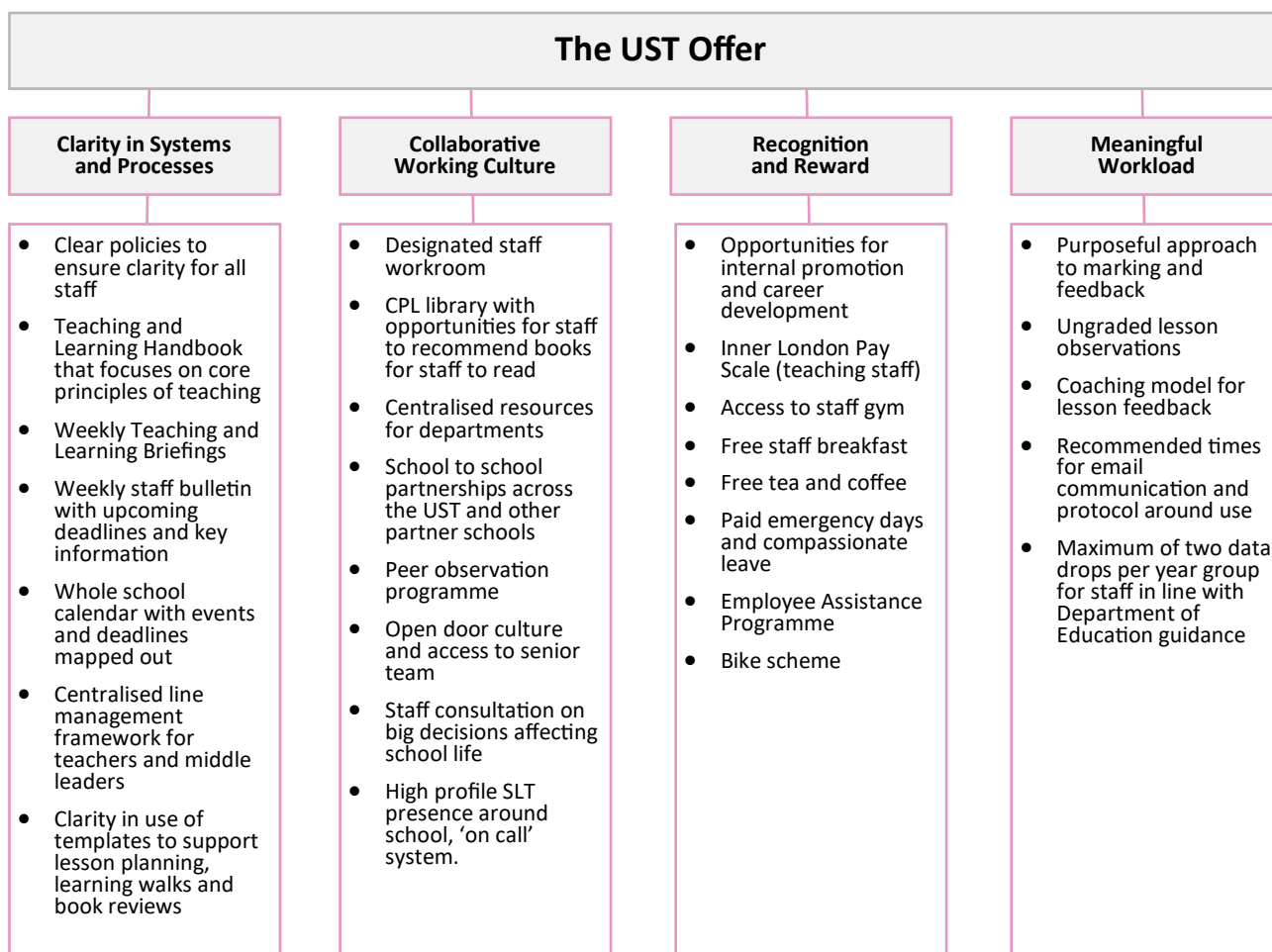
The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

The UST is committed to ensuring that all teachers and support staff across our schools are given opportunities to develop their practice in order to excel as professionals. Through a programme of internal and external training across a wide network of training providers across London, our staff have access to the highest quality of training available.

All teachers at UST have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches.

Staff Benefits and Well-Being



UST is committed to ensuring that staff are supported and that their well-being is considered at school. To that end, these strategies are grouped into four broad areas:

- **Clarity in Systems and Processes -**
Staff are given clear direction to enable their time to be managed effectively.
- **Collaborative Working Culture -**
Staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward -**
Staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload -**
Decisions made are mindful of staff workload and efficient working practice.

Job Description

Job title:	Senior HR Adviser	Full/ Part time:	Full time (1.00 FTE)
Location:	School based - RGTS	Grade:	PO1
Responsible to:	Operational Manager - HR Trust (dotted line to the Headteacher)	Responsible for:	HR Administrator x 1.00 FTE

Job description:

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Possessing a strong customer focus and working directly with the Operational Manager-HR and Headteacher, the remit of the Senior HR Advisor role will be to:

- Deliver a high quality HR service to the school in respect of;
 - an effective employee relations service
 - an effective sickness absence management service
 - an effective on-boarding and lifecycle service, including safer recruitment and payroll administration service
 - HR Policy development and implementation
 - Provision of quality workforce information and reports
 - Supporting the successful implementation of a new HR and Payroll system across the Trust

The Senior HR Adviser will have a dotted line of accountability to the Headteacher of the school.

SPECIFIC RESPONSIBILITIES

Performance Management

Undertake the direct and full performance management of the school-based HR Administrator (RGTS), including responsibility for their annual performance appraisal and continuous professional development.

School Level Responsibility:

HR Advisory Services

- Be the first point of call for all HR related advice and guidance for all Headteachers, Managers, Governors and staff at the school.

Pay and Conditions

- Provide advice and guidance in relation to the pay and terms and conditions of employment queries for both teaching and support staff.

Employee Relations

- Provide employee relations advice and guidance, as well as an administrative service, to support the earliest possible resolution of matters, for more routine casework relating to:
 - Disciplinary and Grievances
 - Capability and Performance Management
 - Pay Reviews and Appeals matters
 - Changes to school based working practices
- Support the HR Operational Manager with more complex ER cases as required, (including undertaking research, appointing, advising investigators, setting up hearings and meetings, undertaking note-taking.
- Liaise, consult and negotiate with the Trade Unions and all other stakeholders as required.
- Ensure the agreed casework management system is accurate and maintained at all times.

Sickness Absence Management

- Lead on providing advice and guidance on all sickness absence cases including:
 - Providing reports to Managers relating to the sickness absence of staff and ensuring all staff who have hit the agreed sickness triggers are regularly identified and the relevant Managers notified.
 - Coaching and supporting Managers to undertake all levels of sickness reviews in accordance with agreed procedure.
 - Liaising with Occupational Health and undertaking all referrals, ensuring Managers are notified of and given relevant advice on all referral outcomes.
 - Attending and advising at all relevant formal sickness review meetings and ensuring appropriate records are kept.
 - Liaising with the Trade Unions and other stakeholders as required.

On-boarding and Employee Lifecycle

- In an individual school context, lead on implementing all agreed employee on boarding and lifecycle support systems, processes and procedures.
- Participate in the review and development of all on boarding and life cycle processes, procedures and systems as required.

Establishment Control

- Provide relevant information and participate in the regular review of the school's agreed staffing establishment.
- Support the Headteacher ensure all agreed processes are followed to ensure that only roles on the agreed staffing establishment are recruited to.
- Support the review of job roles and job descriptions as required.
- Undertake job evaluations for support staff roles as required.

Advertising, Recruitment, Induction and Performance Management

- Lead on the planning and management of school wide recruitment campaigns and ensure the delivery of an effective recruitment and contract of employment administration service e.g.
 - Support the drafting and preparation of job adverts and recruitment and induction materials/documentation.
 - Ensure all adverts are placed in appropriate media and uploaded onto the Trust's Applicant Tracking system (JGP).
 - Ensure all Recruiting Managers receive appropriate support for short-listing, arranging and conducting interview days as well as developing and administering selection processes.
 - Ensure all candidates are notified of the progress and outcome of their application via JGP as appropriate.
 - Ensure all required safer recruitment checks are undertaken and recorded appropriately for directly employed and agency staff.
 - Ensure work permits are applied for as appropriate.
 - Ensure the production of contracts of employment in line with statutory requirements.

- In liaison with the relevant Line Managers, ensure all induction processes are implemented for all new starters, including NQTs.
- Support the implementation of annual staff appraisal system for all staff and the annual pay progression arrangements for teachers.

Single Central Record

- Ensure the school's on line Single Central Record is accurate, monitored and maintained at all times.

Probation

- Support and coach Line Managers to successfully undertake the required probationary reviews in accordance with the agreed procedure.
- Ensure the maintenance of a Probation Tracker system to enable all required probation reviews to take place.

Leaver Processes

- Ensure all resignations and terminations of employment are processed in accordance with school procedures and payroll requirements.
- Ensure exit interviews are offered to all leavers and undertaken as required.
- Ensure exit interview information is analysed and reported on as required.
- In liaison with the Line Manager, ensure all school property is returned to the school prior to the last working day of the employee.

Payroll Administration

- Ensure the provision of an effective and efficient payroll administration service.
- Ensure all payroll and pension queries raised by staff and Managers are responded to in a timely manner.
- Ensure the monthly payroll is prepared, checked, accurate, signed off and sent to the external Payroll Provider in accordance with agreed procedures and deadlines.
- In conjunction with the relevant Managers, support the annual salary review process and issue salary statements as required.
- In conjunction with the external Payroll Provider, ensure all staff are automatically enrolled in the relevant pension scheme.

Policy Development

- Ensure the implementation of all agreed HR policies and procedures within the school.
- Participate in the monitoring and review of HR Policies as required.
- Undertake coaching/development of Headteachers, Line Managers and governors on HR policy and best practice approaches etc.

HR Systems and Workforce Information and Record Keeping

- Produce and analyse school based workforce information and related reports by developing and using spreadsheets and/or using systems such as SIMS as required.
- Ensure all relevant spreadsheets and systems are kept up to date and the staff and absence

information held is accurate.

- Ensure the completion of the DfE annual School Workforce Census with minimal errors.
- Ensure the all other statutory reporting and audit requirements are successfully completed.
- Prepare reports for school governors and attendance at governor meetings, as required.
- Support research into, as well as the implementation and review of an integrated HR and Payroll system within the Trust.
- Ensure that all current and archived individual personnel files and HR records are maintained and stored appropriately in accordance with Data Protection/GDPR requirements.

Other

- Undertake appropriate research into HR matters/initiatives.

Trust wide level responsibility

- Lead on the development and review of at least one HR Policy or procedure per year and/or project per year- or production and review of HR guidance on a specific topic/s (as requested).
- Contribute to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives.
- Contribute to the Trust wide development and review of HR policy and procedures, terms and conditions of employment and systems.
- Contribute to the monitoring and review of all HR related external partnership contracts and SLAs, e.g. Times Educational Supplement (TES), Payroll, Jobs Go Public (JGP), Online Single Central Record (OSCR) Occupational Health and Legal Services.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
- To drive educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors procedures.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by Operations Manager - HR.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

..... Signed by (Post holder)

..... Signed by (Line Manager)

Person Specification

Qualifications	Essential	Desirable
• Holds a relevant HR qualification or equivalent experience.	✓	
• Professional membership of the Chartered Institute of Personnel and Development (at least Associate CIPD status).	✓	
• Have a minimum of Grade C in English and Maths GCSE level or equivalent.	✓	
• Ideally, hold a first degree.	✓	
Experience	Essential	Desirable
• Demonstrable and successful management of HR administrative staff.	✓	
• Experience of working in a fast paced and unionized school/education environment.	✓	
• Demonstrable and successful experience of managing and resolving a range of individual and collective case work issues.	✓	
• Experience in consulting and negotiating with managers, staff and trade union representatives on HR matters.	✓	
• Experience of developing and implementing at least one key HR Policy as well as experience in the preparation of written guidance to managers on at least one key HR issue.	✓	
• Good working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools.	✓	
• Demonstrable good knowledge and experience of all safer recruitment requirements in a school setting.	✓	
• Experience of developing managers in HR matters through individual coaching and/or the delivery of group training sessions.	✓	
• Good working knowledge and understanding of all Data Protection legislation and requirements as it relates to HR.	✓	
• Experience of successfully using, and ideally implementing, an integrated HR and Payroll system to streamline and enhance a range of HR processes and procedures.	✓	

Characteristics/Attributes	Essential	Desirable
<ul style="list-style-type: none"> A demonstrable flexible and proactive approach to the delivery of their work. 	✓	
<ul style="list-style-type: none"> A strong customer focus to ensure the timely delivery of agreed outcomes. 	✓	
<ul style="list-style-type: none"> Ability to quickly build relationships, gain the confidence and communicate diplomatically and effectively with all levels of stakeholders. 	✓	
<ul style="list-style-type: none"> Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience. 	✓	
<ul style="list-style-type: none"> Effective presentation and negotiating skills to support the resolution of issues and the achievement of change at school level. 	✓	
<ul style="list-style-type: none"> Good research and analytical skills with the ability to analyse workforce data, pay attention to detail and prepare reports which identify trends and recommendations. 	✓	
<ul style="list-style-type: none"> A self starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines. 	✓	
<ul style="list-style-type: none"> A strong team worker who can demonstrate an enabling style of management. 	✓	
<ul style="list-style-type: none"> Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel. 	✓	
Other	Essential	Desirable
<ul style="list-style-type: none"> This post requires a satisfactory Enhanced DBS Disclosure. 	✓	
<ul style="list-style-type: none"> Demonstrable commitment to their own continual professional development. 	✓	

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Key Benefits and Terms

Pay:

Grade PO1, £34,128 - £36,486 pa (pay award pending) depending on qualifications and experience.

Conditions of Service

Will be in accordance with National Joint Council (NJC) Green Book, London Borough of Tower Hamlets and local UST terms and conditions of employment (as appropriate).

Hours:

35 hours per week (1.00 FTE). There will be occasions, for the proper performance of the post's responsibilities, that a requirement to attend evening meetings will be made and to work additional hours in excess of normal working hours.

Annual Leave:

26 days per annum with an additional 5 days leave after 5 years' of continuous service. In addition, employees will receive leave and payment for 8 Public Holidays and 4 annual /statutory days to be taken in accordance with their contract of employment.

Pension scheme:

Local Government Pension Scheme (LGPS).

Notice period:

Two calendar months.

Place of work:

The Royal Greenwich Trust School. Some travel to other UST sites will, on occasions, be required.

Training and development:

Access to personal and professional development opportunities on agreement of the Director of HR.

Disclosure and Barring Check:

The successful candidate will be required to undergo an enhanced DBS Check.

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit <https://ats-ust.igp.co.uk/vacancies/> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.
- Provide two professional references, one of whom must be your current Headteacher/ employer.

Key dates

Closing date for applications: 9.00 am Tuesday 29th September 2020

Interview and assessment date: Thursday 8th or Friday 9th October 2020

Further information

To arrange a confidential and informal discussion about this role and/or visit, please email Louise Howard, Director of HR, at lhoward@ust.london.

You may also visit our Trust website www.ust.london.



UST

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