



**GREENSHAW**  
LEARNING TRUST



**HR Officer / PA to  
Headteacher  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate,

Thank you for your interest in the exciting dual role of HR Officer / PA to the Headteacher at The Brakenhale School.

The Brakenhale School is an 11 to 19 mixed comprehensive school situated on the southern side of Bracknell town centre. Our brand-new campus is now fully open and has created a fantastic environment in which our students can learn and flourish. Our core belief is 'High Expectations and Challenge' and it underpins everything that we do. This commitment to high standards and outstanding teaching has led us to become the school of choice for parents in Bracknell Forest and being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust in 2016 and was subsequently graded 'Good' with outstanding features at its last Ofsted inspection in 2019.

This is an exciting opportunity for a passionate and ambitious individual to join The Brakenhale School community and ensure that our vision of increasing the life chances for our students continues, both within our school, and across Greenshaw Learning Trust.

Greenshaw Learning Trust has at its heart, effective collaboration, and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. This leads to further improvement in the life chances of as many young people as possible.

The Greenshaw Learning Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk) provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

I would also encourage you to visit our website [www.brakenhale.co.uk](http://www.brakenhale.co.uk) to find out more. We do welcome visits to the school prior to application. If you would like to arrange a visit or if you would like any further information, please contact Michelle Jones, GLT Regional HR Manager at [mjones@greenshawlearningtrust.co.uk](mailto:mjones@greenshawlearningtrust.co.uk) or 07570 688860.

I enclose a recruitment pack and I look forward to receiving your application.

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.

Yours faithfully  
Bhavin Tailor  
Headteacher - The Brakenhale School

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust 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 believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local 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 to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## 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 Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health discounts

## HR Officer / PA to the Headteacher Job Description

### Main purpose of the role:

- To support the Headteacher in the day-to-day management of the School by the provision of a confidential, personal and comprehensive secretarial/administrative service through the application of discretion and a high level of initiative.
- To plan, co-ordinate and manage the HR function across the school in liaison with the Headteacher and Greenshaw Learning Trust HR Shared Service
- To manage the school's operational HR activities ensuring compliance with Trust policies, employment legislation and best practice.
- To line manage the HR administrator

**Salary:** Grade H Spine points 20 – 24 (FTE salary £26,616 - £29,298)  
**Fringe pay scale**  
(Salary is inclusive of Fringe weighting and will be determined subject to experience and qualifications)

### Responsibilities:

#### Personal Assistant

- Manage the Headteachers diary by making appointments and arranging meetings. Servicing all these meetings as appropriate.
- Ensure that the Headteacher is organised with all relevant documentation for meetings and events
- Manage and co-ordinate the emails of the Headteacher
- Maintain confidential secretarial cover for the Headteacher and Senior Leadership Team (SLT) including the servicing of SLT, and other agreed meetings. Composing confidential reports, letters and memoranda.
- Answer the telephone, screen calls, deal with queries, take oral and written messages. Where appropriate, provide the caller with the information requested or refer to an alternative source.
- Oversee the receipt of all internal and external mail for the Headteacher and redistribute it as appropriate or directed.
- Organise suitable filing systems ensuring sensitive information is collated
- Ensure the preparation and provision of papers required for meetings attended by the Headteacher and, when necessary, attend such meetings and take minutes.
- Maintain the records system relating to confidential papers, correspondence, agendas and minutes.
- Supporting the Headteacher with local personnel contract matters.
- Co-ordinate the School calendar and ensure it is accurately maintained
- Ensure that the Headteacher diary (electronic and paper) is properly and accurately maintained, making appointments and arranging meetings.
- Maintain confidential secretarial cover for the Headteacher including, collating confidential reports, letters and memoranda.
- Ensure the preparation and provision of papers required for meetings attended by the Headteacher and, when necessary, attend such meetings and take minutes.

- Maintain documentation pertaining to the School Development Plan (liaise with Headteacher, SLT, Heads of Faculties/Learning Areas/Departments and Trustees)

#### Human Resources

- To be responsible for producing letters of appointments and contracts to all employees including carrying out relevant vetting checks, to include but not limited to:
  - DBS
  - medical clearance
  - right to work v
  - qualifications
  - references
- To be responsible for organising 5-year service letters for all support staff, update contracts and implement payroll accordingly
- To ensure that annual salary statements are completed and issued to all staff.
- To ensure that all staff personnel details are included in individual secure personnel files and the school's HR Portal and payroll system (Strictly Education)
- To be responsible for ensuring the Single Central Register (SCR) for all employees, visitors and Governors is kept fully up to date.
- Compile and be responsible for data for the Department of Education, i.e Staff Workforce Census.
- Organise and reply to work experience and volunteering requests.
- Maintaining the online employee staff benefits systems.
- Coordinate the performance management process and production of letters
- Overseeing the sickness procedures and the monitoring of these procedures in line with GLT policies and procedure
- Overseeing informal employee relation concerns including disciplinary and grievances in line with GLT policies and procedures
- Logging all absences on the HR Portal and notifying payroll via Strictly Education
- Line management of HR Administrator
- To work closely with the GLT Regional HR Manager, seeking advice and professional support and escalating cases and issues as required.

#### Recruitment

- To be responsible for implementing the school's recruitment processes.
- To organise all administrative tasks relating to recruitment, such as:
  - advertisements
  - coordinating applications
  - short-listing procedures
  - interview arrangements
  - safer recruitment matter,
  - vetting and barring checks
  - reference requests
  - be the first point of contact for all prospective candidates

#### Payroll

To support with the management of payroll for the School's directly employed staff, to include:

- ensuring that all staff (permanent, temporary and casual) are paid in accordance with their
- agreed pay and conditions
- preparing monthly returns including

- contract changes
- additional hours (overtime & additional payments)
- new starters and leavers
- sickness deductions
- maternity and paternity pay
- deductions for salary sacrifice schemes
- changes in personal details
- checking the salary report for accuracy, and correcting where necessary liaising with staff on
- salary changes and organising incremental progression
- supporting with end of year returns

Other responsibilities

- Maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered in your personal practice.
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder.
- The Line Manager may stipulate other reasonable requirements.
- The job description will be reviewed regularly and may be subject to change.



## Person specification

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 School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:</b>		
	<ul style="list-style-type: none"> <li>At least five GCSEs or equivalent, which must include at least a C grade in Maths and English.</li> <li>An accredited secretarial and administrative qualification, such as NVQ Level 2 Administration or equivalent</li> <li>Evidence of personal commitment to CPD.</li> <li>Previous administrative / PA experience demonstrating strong organisational skills.</li> <li>Previous HR or Payroll experience demonstrating strong organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of line management.</li> <li>Familiarity with SIMS (School Information Management System) will be beneficial, but is not essential.</li> <li>A First Aid certificate, or willingness to train as a first aider is desirable.</li> <li>Level 3 or Level 5 qualification in Personnel Practice or willingness to attain</li> <li>Experience in using a HR/Payroll information system i.e. Strictly Education or PSPeople</li> </ul>
<b>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</b>		
	<ul style="list-style-type: none"> <li>Ability to make decisions, identify and solve problems on thorough analysis and sound judgement.</li> <li>Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively</li> <li>Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands</li> <li>Fully competent IT skills including knowledge of Gmail and other Google applications and/or MS Office</li> </ul>	

	<ul style="list-style-type: none"><li>● Strong organisational skills and the ability to work well under pressure</li><li>● Commitment to working within the School's Safeguarding Policy and Procedures</li><li>● High levels of professional integrity</li><li>● Maintains confidentiality</li><li>● Commitment to promotion of equal opportunities</li><li>● Ability to work well as part of a team</li><li>● Diplomatic and confident</li><li>● Self-motivated and ability to use initiative</li><li>● Ability to deal sensitively with people and resolve conflicts</li><li>● Ability to listen and respond appropriately</li><li>● A flexible approach to working hours</li></ul>	
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## 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 clearly demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **9:00am on Monday 20 September 2021**. Applications received after this date and time will not be considered.

Please note: we reserve the right to close the position early in the event of a large number of applications.

### 2. Shortlisting

Shortlisting will be finalised on **21 September 2021**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

### 3. Interview Process

Interviews will be held on **24th September 2021**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

Applicants are advised to make a note of this date.

### 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 post as soon as possible, subject to pre-employment clearances.

### 6. Additional information

For further information, please contact Michelle Jones, GLT Regional HR Manager via email [mjones@greenshawlearningtrust.co.uk](mailto:mjones@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.