

# **Trust HR Advisor**

## **Candidate Information Pack**

# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high-quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**.
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school.
- **Differences** within each school and community.

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities.

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust.

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs.
- We celebrate **diversity** and the individual talents of our pupils and staff.

We welcome pupils of all faiths and none.

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

## What we can offer you

LDST is special. We are a family of 18 schools across 7 local authorities across the North West, which welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values. The members of our family are our colleagues, those who bring our vision to life, in our schools, every day.

If you are committed to providing an excellent education, promoting wellbeing, supporting each other, nurturing community, embedding dignity and respect, collaborating, and living a shared purpose... We want to hear from you!

Just as we welcome all children, we welcome colleagues of all faiths and none, from all communities.

We are wholly committed to being an inclusive organisation where everybody feels that they belong and to fully represent the communities who live across the Liverpool Diocese. We treat all people with dignity, respect, and kindness.

What we offer:

- We are committed to maintaining (or bettering) national terms and conditions for teachers and support staff – This includes automatic pay progression within pay scales for teachers who meet teacher standards and their appraisal objectives and a minimum of 27 days of annual leave for support staff.
- CPD – All support staff can apply for fully-funded apprenticeships up to degree level. Teachers can undertake NPQs with us as a proud Church of England delivery partner.
- Development Opportunities and Leadership Pathways – We have a wealth of development opportunities that are open to colleagues across our Trust and are exceptionally proud of our very high levels of internal promotion.
- Annual Trust Wide Conference – For all colleagues to celebrate and learn together.
- Collaboration – Regular networking opportunities across our 14 networks for different staff groups.
- In house support – our Central Team provides direct help and guidance on all education and corporate matters.
- Trust Wellbeing Group – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work.

# Job Description

Title: **Trust HR Advisor**

Salary: **Trust Grade 9 – SCP 24 – 29 (£33,024 to £37,336)**

Hours: **36 hours per week, 52 weeks per year** (flexible working requests will be considered).

Accountable to: **Trust Human Resources Lead**

Location: This post is based at **St Michael's CofE High School, St Michael's Rd, Crosby, Liverpool, L23 7UL**. However, the post holder will be required to travel to schools across the Liverpool Diocese covering Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, and West Lancashire. Remote working will also be available when appropriate.

## Summary

Working alongside the Trust HR Lead to provide HR support to Trust schools, being a point of contact for people managers' queries on HR matters, ensuring you are familiar with Trust policies and relevant legislation.

You will regularly support with employee relations case work across schools within the Trust.

You will contribute to upholding the Trust's vision, values and ethos and treat everyone within the Trust with respect, offering high levels of HR support and customer service.

You will also deputise for the Trust HR Lead when required.

## Main Duties and Responsibilities

### HR Policy

- To answer queries and provide advice on all HR matters, policies, terms, and conditions, ensuring best practice and compliance in line with Trust policy and legislation.
- To support with the implementation of Trust HR policies (e.g. coaching managers)
- To safeguard and promote the welfare of pupils/students and colleagues through your own actions and through facilitating effective implementation of Trust policies and procedures, in-line with legislation and statutory requirements relating to safeguarding.

### Employee Relations

- To provide support to the Trust HR Lead with employee relations case work, including grievance, disciplinary, attendance management, capability/performance, to include organising hearings, producing case

papers, note taking, drafting outcome letters, and occasionally conducting investigations.

### **Attendance Management**

- To generate staff attendance reports for schools from the Trust's HR system, monitoring against absence indicators, and ensuring that action is taken by people managers where appropriate.
- To advise schools in supporting colleagues during periods of long-term absence, making occupational health referrals, and arrangements for phased returns.
- To provide support with absence review meetings as and when required.
- To arrange stress risk assessments and support action planning where recommended.

### **Recruitment**

- To support schools in ensuring adherence to the Trust's Safer Recruitment policy; all pre-employment checks take place, and the Single Central Record is accurate and maintained at all times in line with Keeping Children Safe in Education.
- To support schools in writing adverts, reviewing job descriptions and person specifications, and posting them on relevant sites.
- To draft and issue employment contracts on request from schools.
- To provide recruitment administration support to the Central Team as and when required
- To support schools to ensure that the induction and on-boarding processes for new colleagues are followed/effective.
- To issue contracts of employment as and when required and ensure adherence to the Trust's Safer Recruitment Policy.

### **Payroll and Pensions**

- To liaise with payroll/finance colleagues regarding pay queries as required.
- Provide support in relation to ill health and voluntary retirements, for both teaching and non-teaching staff, including liaising with payroll and the relevant pension provider as appropriate.

### **General HR Tasks**

- To provide support to the schools with the Trust's HR system.
- To collate and on occasion complete exit questionnaires/interviews, taking appropriate action where required.
- To attend, participate in and deliver HR training.
- To partake in ad hoc HR project work.
- To undertake management information analysis when required.
- To continually work to improve and streamline HR processes and systems and put forward suitable recommendations to improve the HR service.

- Liaise with external bodies as and when necessary and staff across the Trust, circulating information when required.
- Ensure effective electronic and paper-based filing systems are in place.
- Undertake administrative duties as required such as filing, scanning, or photocopying.

### **Supplementary Support**

- Be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Take responsibility for health and safety issues relating to area of responsibility.
- Contribute to the overall Christian ethos/work/aims of the Trust.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with the Executive Director.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

# Person Specification – Trust HR Advisor

Criteria	Essential	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations casework.</li> <li>• Understanding of relevant policy, procedure, employment law and good practice in relation to HR, along with the ability to assess implications and articulate risk.</li> <li>• A confident user of Microsoft Office and experience of working with an HR Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR in an education setting</li> <li>• Knowledge of Keeping Children Safe in Education</li> <li>• Knowledge of School Teacher's Pay and Conditions (Burgundy Book)</li> <li>• Knowledge of Local Government Terms and Conditions (Green Book)</li> </ul>	Application form, interview and references
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent written/verbal and interpersonal skills.</li> <li>• Ability to use own initiative.</li> <li>• Confident to coach and appropriately challenge.</li> <li>• Able to build strong working relationships with, and influence others.</li> <li>• Able to plan and prioritise work to deliver on time and to a high standard in a fast-paced environment.</li> <li>• Accuracy and strong attention to detail.</li> <li>• Suitability to work in environments with children.</li> <li>• Ability to maintain strict confidentiality and integrity at all times.</li> <li>• Ability to liaise with other members of staff in a professional manner.</li> <li>• Ability to work constructively as part of a team or individually.</li> <li>• Ability to follow procedures and ensure these are implemented fairly and accurately.</li> <li>• Ability to work under pressure and meet deadlines.</li> </ul>		Application form, interview, and references.



Criteria	Essential	Desirable	Method of assessment
	<ul style="list-style-type: none"> <li>• Ability to relate to colleagues.</li> <li>• Ability to deal with problems in a positive and systematic manner.</li> <li>• Ability to explain information clearly and simply.</li> <li>• Professional telephone manner</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A role model who understands and is committed to the Trust's values.</li> <li>• Ability to use professional judgement.</li> <li>• Excellent personal organisation and self-motivation, commitment, reliability, and trustworthiness.</li> <li>• Flexibility to respond to the needs of the organisation.</li> <li>• Ability to be sensitive to the needs of others.</li> <li>• Ability to be supportive.</li> <li>• Professionalism and resilience</li> <li>• Willingness to reflect upon their experiences and practice in a critical and constructive manner.</li> </ul>		Application form, interview, and references.
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent.</li> <li>• Have successfully completed Chartered Institute of Personnel and Development (CIPD) Level 3 or equivalent experience.</li> <li>• Chartered Institute of Personnel and Development (CIPD) Level 5 qualified or willingness to achieve this in the future.</li> <li>• A commitment to ongoing personal development and willingness to undertake appropriate training.</li> <li>• Access to own transport which can be used for work purposes.</li> </ul>		Application form, certificates, and interview

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Presentation, Interview and Task

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [recruitment@ldst.org.uk](mailto:recruitment@ldst.org.uk) or call 07883 391217.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 21<sup>st</sup> June 2024, 10am**

**Interview Date: 28<sup>th</sup> June 2024**

**Start Date of Post: September 2024**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen