

# Candidate Information Pack

## **Trust HR Lead**

## About Liverpool Diocesan Schools Trust

Welcome to Liverpool Diocesan Schools Trust (LDST).

Thank you for your interest in working in our Trust and committing to making a difference to learners across each of our schools.

***LDST is a multi-academy Trust of 18 primary schools that welcomes young people of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that is done.***

As a Trust, we have a very clear purpose, and an uncompromising vision: 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. The right of all to have an excellent education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.



All our schools benefit from high levels of collaboration and a strong school improvement function, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining, and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



### **Learn**

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



### **Love**

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



### **Achieve**

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



### **Together**

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

**We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.**

## What we can offer you

- **Highly competitive salary and benefits** – LDST terms and conditions for support staff are among the best available within the region and we are committed to remaining an employer of choice.
- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we 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 networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



**Laurie Kwissa**  
Chief Executive Officer  
Liverpool Diocesan Schools Trust

# Job Description

Title:	Trust HR Lead
Salary:	LDST Extended NJC Scale Point 51 - 54 (currently £62,905 – £66,507 FTE)
Hours:	1.0FTE / 36 hours per week
Accountable to:	Chief Operating Officer
Location:	11 Damfield Road, Maghull, Liverpool, L31 6DB

This is a Central Trust role based at our Trust Hub in Maghull adjacent to St Andrew's Church of England Primary School, however, central roles serve all our Trust schools across the Diocesan geography. You will therefore be required to travel regularly to school locations across the Diocese of Liverpool as required. Our Trust has embraced a flexible working model and therefore you may be able to work from home when appropriate, however it is expected that you will be school or office based the majority of the time.

## **Main Purpose of the role**

To enable schools to be successful, and school leaders to focus on delivering a high quality of education, through supporting the CEO and executive team to develop a strong and consistent Trust HR strategy that includes:

- Providing expert support and guidance for the Executive team
- Supporting the recruitment and retention of the very best staff.
- Supporting schools and the central team with complex and difficult HR matters.
- Developing consistent Trust HR policies.
- Line managing other members of the central HR team
- Liaising and negotiating with Trade Union colleagues.
- Developing and streamlining HR systems across our Trust.

## *Strategic Development*

- Lead on the development of the overall HR strategy for our Trust.
- Lead on the development of other Trust-wide strategies in the areas of employee relations, resourcing, equality and diversity, learning and development, performance management, pay and reward, and terms and conditions.
- Provide HR advice and guidance to the CEO, Executive Team and Board of Directors.
- Maintain oversight of the overall staffing establishment across the Trust and individual schools.

## *Executive Support*

- Provide regular reporting to the Chief Operating Officer on live HR caseloads, current challenges and emerging issues.
- Provide expert, best practice, best fit and up-to-date HR and employment advice at all levels.
- Contribute to the leadership of the LDST.

- Contribute to the overall work of the Trust to provide a high-quality education for all children and young people within an inclusive Christian environment.
- Undertake other duties, as reasonably required by the Executive Team

#### *HR Systems*

- Lead on the development of HR systems across our Trust to enable efficient and effective management of human resources.
- Support and liaise with schools to ensure effective services and facilities are in place to enable safeguarding checks to be completed as required.
- Support schools to maintain confidential single central records (SCRs) that meet the necessary regulatory standards.

#### *Policy Development*

- Lead on the development of relevant Trust-wide policies, engaging with school leaders and, where necessary, Trade Union representatives.
- Review and update existing policies as needed to reflect changes in regulation, legislation or best practice.

#### *HR Casework*

- Lead on the management of casework relating to more complex employee relations issues that arise. For instance, relating to restructuring, redundancy, disciplinary, grievance, attendance, complaints, and performance management matters.
- Allocate casework within the central HR team as required.
- Assist school staff to ensure HR cases are dealt with promptly and resolved satisfactorily.
- Maintain oversight of all ongoing casework across schools and the Central team

#### *Recruitment and Retention of Staff*

- Support schools to manage effective and efficient recruitment and selection processes to ensure the best possible staff are employed for all roles across our Trust.
- Lead on and manage all recruitment for central Trust team roles.
- Support the CEO in the recruitment of Headteachers
- Oversee the development of the Trust-wide employee benefits platform.
- Oversee the production of relevant contractual documentation for all staff.
- Identify opportunities to support the development of cross-school roles.

#### *HR Team Management*

- Provide training and development to school-based staff, to ensure they are aware of their HR responsibilities and can execute them effectively.
- Provide management support, employment law and best practice advice to school staff, in line with the Trust strategy and policies.
- Line manage the members of the central HR team.
- Delegate HR work to LDST central admin

### *Trade Unions*

- Work in partnership with recognised Trade Union colleagues, including attendance at Joint Consultative and Negotiation Committee (JCNC) meetings, to agree Trust-wide policies and any changes to terms and conditions of staff.
- Provide supporting documentation and reporting to support negotiations at JCNC meetings.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post, and as directed by the CEO.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found [www.ldst.org.uk](http://www.ldst.org.uk)

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found at the following website: <https://www.saferrecruitmentconsortium.org/>

Appointment to this post is subject to a satisfactory enhanced DBS check, two satisfactory references, and verification of qualifications.

# Person Specification

We strive to achieve excellence and to not only maintain our schools, but to improve and enrich our schools. To achieve this, you will need to:

- Embrace our distinctly Christian vision and values.
- Champion and role model a culture of high aspirations and high expectations.
- Work flexibly to meet the changing demands and priorities.
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high-quality education.
- Engage with and promote the aims and objectives of schools and our Trust.

	Essential or Desirable	Evidence
<b>A. Education / Expertise</b>		
CIPD graduate or equivalent formal HR qualification	E	AL
A separate relevant degree level qualification	D	AL
Formal qualifications in English and Maths	E	AL
Minimum of 3 years' experience of working successfully in a strategic HR role	E	AL I
Experience of working successfully in a strategic HR role within an educational setting	D	AL I
Experience of managing outsourced provision or partnership arrangements	E	AL
Experience of working across multiple physical locations	D	AL
Working calmly and flexibly under pressure to meet deadlines	E	I T
Working as part of a team	E	I T
<b>B. Knowledge and Understanding</b>		
An in-depth knowledge of current HR legislation and regulations as they pertain to multi-academy trust and school environments	E	AL I T
Understanding of national terms and conditions and Education legislation that impacts upon employment of staff in schools and academies	E	AL I
An understanding of broader academy legislative and regulatory requirements	D	AL I
An understanding of the governance and workings of multi-academy Trusts	D	AL I
An understanding and commitment to equal opportunities	E	AL I
A strong track record of employment relations activity	E	AL I
Sound knowledge of Microsoft Office, including Excel	E	AL I T
Understanding of the needs of a whole school community	E	AL I



	Essential or Desirable	Evidence
<b>C. Skills and Abilities</b>		
Excellent financial management and analytical skills	E	AL I
Excellent verbal and written communication skills	E	AL I T
High level of literacy, numeracy and ICT skills	E	AL I T
Ability to maintain confidentiality and discretion at all times	E	AL I
Ability to lead and manage other members of staff	E	AL I
Ability to relate well to children and adults	E	AL I
Ability to work independently with strong self-motivation skills	E	AL I
Ability to self-evaluate learning needs and actively seek professional development	E	AL I
<b>D. Interest, Motivation and Commitment</b>		
Commitment to support the Trust's Christian Ethos and values	E	AL I
Commitment to equality of opportunity and inclusion	E	AL I
Commitment to ensuring the highest standards of safeguarding	E	AL I

AL = Application Letter, I = Interview, T = Task

# How to Apply

## Application Process

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

- Application form
- Task and Interview

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 contact the LDST office on **07311 813194**.

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

**Closing Date: 9<sup>th</sup> July 2025**

**Interview Date: 22<sup>nd</sup> July 2025**

**Start Date of Post: 1<sup>st</sup> September 2025**

## **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