



# Abingdon Learning Trust Central Team

Head of HR  
RECRUITMENT PACK

June 2024



## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

<b>POST OF:</b>	Head of HR
<b>AT:</b>	Central Team, across all schools
<b>COMMENCEMENT:</b>	September 2024
<b>CONTRACT TYPE:</b>	Permanent, part time 3 days per week or 22.5 hours to be agreed
<b>SALARY:</b>	Support Staff Grade 12 £43,421 - £46,464 pro rata per annum Pay rise pending

## Introduction to

# ABINGDON LEARNING TRUST - CENTRAL TEAM

The role of the Trust's central team is to support schools with the operational functions of running a business, and it is based in a separate building on the Rush Common School site. We focus on:

- Finance
- Human Resources from advertising to recruitment and supporting current staff
- Payroll
- ICT
- Marketing
- Estates and Facilities Management
- Contract Management
- Supporting schools to access grants and bids

In addition, the central team now runs the Catering Function across the Trust, this ensures that schools are provided with a high-quality service, a flexible team and allows for catering for external schools.

There are many reasons that make Abingdon Learning Trust a great employer. If you are thinking about working with us, have a look below:

- We offer a pension for all employees, with employer contributions, and new colleagues will have their continuous service recognised for the Teacher Pension Scheme and Local Government Pension Scheme, where relevant.
- There is a generous holiday entitlement, and for support staff the entitlement increases with length of service
- A cycle to work scheme (up to £1800)
- Childcare vouchers
- Employee support through SmartClinic (24/7 access)
- Enhanced sick pay arrangement
- We offer flexible and family friendly policies
- Our emergency and special leave policy allows staff to apply for paid time off to attend significant events
- We are a Disability Confident employer
- We have ambitious aims to support reaching a net zero position:
  1. Being Net Zero Carbon in our Scope 1 and 2 emissions by the end of one school 'generation' of pupils by 2028
  2. A 50% reduction in our Scope 3 emissions by 2028
  3. Being Net Zero Carbon in our Scope 1, 2 and 3 emissions in two generations of school pupils by 2035.
- All colleagues receive a thorough induction process

We would welcome your application to work with our team to enable the schools within the Trust to reach the potential from an operational perspective.



# Job

## DESCRIPTION

### 1. JOB PURPOSE

This is an outstanding opportunity for a talented individual to join Abingdon Learning Trust as the Head of HR. Reporting to the Chief Operating Officer, you will support Trust and leaders in the delivery of key HR activities.

The postholder will lead and manage the human resources function to meet the Trust's strategic objectives by providing a high-quality service for managers and staff, ensuring legislative compliance, developing policies and promoting best practice.

#### Principal Duties & Responsibilities:

To oversee the provision of a high-quality HR service to all Trust central staff and schools, specifically supporting the following functions:

- Leadership and management
- Recruitment, selection, and appointments
- Performance Management/appraisal
- Equality and diversity
- Training and Development

#### 1. Leadership

- To keep up to date with legislative changes and developments in the HR field.
- Provide coaching, advice and guidance to line managers and senior management on key HR activities to promote best practice and ensure Trust compliance with statutory requirements.
- To ensure the effective and consistent implementation of Trust personnel policies and procedures in line with changing legislation and appropriate Codes of Practice.
- To support and advise the CEO, Executive Team, Headteachers and employees in relation to employment legislation, conditions of service, discipline and grievances, disputes, termination of employment and other HR matters.
- To prepare reports and analysis on HR issues for the CEO and COO and its committees.
- Line manages the HR/Payroll Administrator and others as appropriate.
- To have overall responsibility for project management and the implementation of HR software, including security and systems management, and to work with the PA to the Executive for the HR content on the staff intranet.
- Ensure compliance with survey and data requests such as the ESFA statutory return and to liaise with external and internal auditors during Trust audits as appropriate.
- To represent the Trust at HR Forums and liaise with HR teams in other Trusts in the Trust sector to benchmark services and develop best practice.
- Gender pay gap reporting – to ensure compliance with government requirements for gender pay gap reporting (and all other HR related regulatory reporting requirements).
- Advise and lead on change and transformation (organisation design and culture) including staffing structure reviews.



## 2. Recruitment, Selection and Appointments

- Working with the HR/Payroll Administrator, oversee the recruitment and appointment procedures in the Trust including the design and placement of advertisements.
- Actively promote equality and diversity, including in recruitment, retention, and development.
- Contribute to organisational and job design, including job evaluation processes.
- Review the shortlisting, induction and probation procedures, the issue of contracts and negotiations with external agencies when recruiting temporary and agency staff.
- Payroll Processing – to oversee the work of the HR/Payroll Administrator to ensure payroll processing is accurate and compliant with HMRC requirements.
- Workplace Pension Legislation – to ensure the Trust's compliance with workplace pension legislation and that pension contributions and enrolments are completed accurately under the scheme's rules.

## 3. Employee Relations

- Provide advice and support on absence management procedures within the Trust and advise managers of requirements.
- Liaise with Occupational Health and the Trust Health and Safety Officer regarding staff health and safety issues arising from sickness absences.
- Manage staff welfare (SmartClinic) and benefits schemes.
- Oversee the Trust's commitment to staff wellbeing and ensuring a strong package of employee support and benefits.
- Oversee the annual staff survey and ensure effective action is taken in response to the feedback from staff, supporting activity in schools.

## 4. Training and Development

- Work with and support the Director of Education with teaching development/training and the onboarding of new teaching staff.
- Work with and support the Director of Education on the development/implementation of the trainee teacher programme.
- To attend the Trust staff development group and facilitate and promote support staff leadership, and development opportunities within the Trust.
- To oversee the teaching and support staff appraisal and probation processes.

To undertake such other duties as the CEO or COO may request within reason.

### Note:

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.



## SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Qualifications/ Training	<ul style="list-style-type: none"> <li>• CIPD Qualified Level 5</li> <li>• Degree Level Qualified</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualified Level 7</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Previous experience of working in a generalist HR role.</li> <li>• An in depth understanding of employment law and awareness of current and forthcoming legislation.</li> <li>• Experience of advising managers of a wide range of HR issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an educational setting.</li> <li>• Experience of writing and implement HR policies.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to quickly understand and build skills using HR information systems.</li> <li>• Ability to work in a team and adopt a flexible approach to cover a wide range of duties.</li> <li>• Ability to establish good working relationships with a wide range of individuals.</li> <li>• Excellent interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Ability to work to tight deadlines, to multi-task and re-prioritise work.</li> <li>• Ability to gather and analyse data and present information to suit specific purposes.</li> <li>• High degree of competence in Microsoft packages, particularly Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take on new areas of work within the job.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Good organizational skills, highly motivated</li> <li>• Flexible, patient and adaptable manner.</li> <li>• Ability to maintain a professional approach at all times</li> <li>• Commitment, enthusiasm and energy.</li> <li>• Excellent time keeping</li> <li>• The ability to prioritise</li> <li>• To pay meticulous attention to detail</li> <li>• To be innovative &amp; proactive</li> <li>• Willingness to undertake training</li> <li>• Willingness to try new approaches</li> <li>• Respect and support ethos of Trust</li> <li>• Ability to work across different schools as required within the areas that the Trust operates</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive and access to own vehicle.</li> </ul>





QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY





## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for Grade 12 and is part-time and permanent.**

The Central Team at Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act. Our policy on the employment of ex-offenders can be found [here](#).

A copy of the Trust's Safeguarding and Child Protection Policy can be found [here](#).

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

Applications will be processed on arrival for this post.

Closing date: 5 July 2024

Interview date: W/C 8 July 2024

Applications should be submitted online through our [recruitment portal](#).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org) for further information about the role.

For further details of our recruitment process, please visit [our website](#).

**We look forward to receiving your application.**

