

Candidate Information Pack:

Trust HR & Corporate Reporting Manager

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RUSSELL EDUCATION TRUST

Welcome to Russell Education Trust

Dear Applicant,

Thank you for your interest in the post of Trust HR & Corporate Reporting Manager at Russell Education Trust.

The Trust was established in 2011 and comprises five schools across the south of England. The schools within the Trust perform significantly above national average in all areas and the Trust is among the top performers in the DfE's MAT performance tables.

We are looking for a talented and committed HR professional with schools experience to lead the HR function across the Trust, and to also support corporate reporting across the Trust.

The post has been advertised as full time and is not term time only, but the Trust is prepared to discuss flexible working arrangements for the post. The post will be based in Leatherhead with travel between all schools in the Trust being a requirement.

Please see the application process details in section 5 of this pack on how to apply for the post.

The closing date for applications is **Monday 7 June 2021 at 10am**.

Yours faithfully,

Paul Frayne
Chief Finance Officer

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools spread across the south of England. The effectiveness of the Trust and its schools has been singled out by the DfE and recognised in Ofsted reports. All RET schools were born of partnerships between local parents and RET, and this partnership remains very healthy.

Results across our schools are consistently well above average and place us in the top 16% of Trusts nationally. The five RET schools develop RET shared systems and best practice through joint working by the Trust's central team and colleagues in schools. RET and parents' representatives sit on Local Governing Bodies, with each having a high level of delegation and professional support. For national comparisons to other trusts, RET is 16th for P8; 13 for entering EBacc and 1st for EBacc 4+.

Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

Leaders have created a culture characterised by good behaviour and respect and consideration for each other. Staff at all levels give strong support to pupils' safety and wellbeing.

Ofsted 2018



Becket Keys Church of England School (established Sept 2012)

The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.

Ofsted 2014



St Andrew the Apostle Greek Orthodox School (established Sept 2013)

Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.

Ofsted 2018



Kings School Hove (established Sept 2013)

Pupils from a range of backgrounds thrive in this highly successful and inclusive school. Leaders are dedicated, determined and ambitious. Their actions ensure a very strong sense of community, where individuals really matter. A clearly understood set of values underpins the work of the school.

Ofsted 2018



Turing House School (established Sept 2015)

The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.

Ofsted 2018

Job Description: Trust HR & Corporate Reporting Manager

1. Core Purpose

To lead the Trust's central human resources function, operating at a strategic level to contribute to the development, management and operation of consistent HR policies, procedures and reporting arrangements within the Trust and management of associated staff. To act as a business partner, providing strategic advice and guidance to both Trust and school leadership. To manage and coordinate other aspects of Trust corporate reporting.

Responsible to: Chief Finance Officer

Key Relationships: Trust and school leadership team and members of central and school support teams responsible for HR.

Location: Leatherhead with regular visits to all RET schools.

Working pattern: Full time, full year.

Staff responsibilities: The Trust's HR function is decentralised across RET schools and therefore role is focussed upon coordinating activity within schools and the Trust. The central team will be developed as the Trust continues to grow and develop.

Salary: £45k to £53k plus local government pension.

2. Specific Responsibilities

General

- Provide strategic and professional leadership of HR within the Trust, including the development and implementation of an annual HR plan.
- Provide leadership at both Trust and school level on HR matters
- Place consistency, probity and value for money at the heart of the Trust's HR function
- Contribute to policies and development plans through which the Trust's objectives will be achieved and monitor progress against these
- Develop a relationship with recognised trade union representatives and consult appropriately on HR policies and procedures
- Work to ensure that outstanding HR management and practice becomes embedded within the Trust
- Ensure value for money is achieved in the procurement of HR related services and contracts
- Development of pay and reward packages and other mechanisms to ensure staff welfare and morale is maintained
- Work with the Trust's finance team to organise and manage efficient and effective payroll provision
- Provide or procure training, coaching and networking for Trust and school staff on HR matters
- Lead the Trust's relationship with recognised trade unions
- Any other duties that are reasonable and commensurate with this level of responsibility.

Documentation

- Develop and maintain a standardised library of job descriptions for Trust and school roles
- Develop, implement and improve the HR policies and procedures of the Trust to protect the Trust's position and ensure staff are treated fairly and in line with all relevant legislation
- Manage HR documentation including staff contracts, policies and procedures, forms, staff handbook etc. ensuring that they are regularly reviewed and updated and compliant with employment legislation, safer recruitment etc.

Corporate Reporting

- Coordinate the Trust's corporate reporting process, including scheduling of reports for the RET Board, local governing bodies and senior management. This role is one of coordination to pull the Trust's corporate reporting process together and make it as efficient as possible.

HR Reporting

- Provide regular written and verbal HR reports to the CEO, CFO the Trust's Board and local governing bodies as required
- Oversee statutory returns in relation to HR e.g. School Workforce Census
- Coordinate the Trust's overall corporate reporting process to ensure a smooth and efficient flow of information to senior managers, Trust Board and local governing bodies

Compliance

- Lead on Safer Recruitment and advise on the maintenance of all safeguarding records for employed staff and volunteers in the Trust
- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust and wider school HR teams, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust
- Ensure that the Trust is operating within a legally robust HR policy and procedural framework
- Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across its academies, giving professional recommendations and implementing action plans to address any inconsistencies of approach
- Liaise with solicitors, local authorities, pensions providers and other external agencies as required

Systems and Processes

- Lead and oversee the implementation and continuous improvement of HR systems and processes including pension arrangements, recruitment, performance management and other operational areas
- Provide HR input into Trust projects and organisational changes
- Carry out due diligence when schools or academies join the Trust and therefore influence the Trust's decisions to accept new schools into it. Receive staff into the Trust through the TUPE process
- Design and maintenance of a staff record system

Support to Trust Schools

- Lead the provision of support and advice to the Trust and school leadership teams on HR related issues as required, including providing professional developmental support to senior and middle leaders, in all aspects of HR including the application of Trust policies
- Lead on casework and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate
- Work in partnership with Trust central staff and Headteachers to develop the Trust as an excellent place to work, able to attract, recruit and retain the best staff
- Support on workforce remodelling
- Support with performance management and staff including issues with capability absences discipline grievance and harassment
- Support with recruitment including job descriptions, pay, advertising, and ensuring a Safer Recruitment process
- Interpret and advise schools on Trust policies and processes
- Provide advice on HR legislation, case law, Teachers' Pay and Conditions and best practice

Person Specification: Trust HR & Corporate Reporting Manager

Knowledge/ Qualifications and Experience	Essential (E) / Desirable (D)
Management/degree qualification or equivalent experience	E
CIPD qualification or equivalent experience	E
Professional experience and proportionate knowledge of GDPR law	E
Experience of record keeping, in an organised and timely manner, across different settings	E
Thorough knowledge of the academy education system and specifically HR legislation and practices in the academies sector	E
Experience of report writing utilising highly skilled written communication skills	E
Working knowledge of Safer Recruitment processes and legislation	E
Experience of working with Trade Unions	E
Experiencing of managing and delivering organisational change e.g. TUPE, managing redundancies etc.	E
Experience of managing all aspects of employee relations case work to a satisfactory and timely conclusion.	E
Experience of liaising with legal advisors and sourcing advice and information	E
Experience of developing, updating and implementing HR policies and procedures	E
Experience of implementing process improvements and process re-engineering	E

Skills, abilities and professional attributes	Essential (E) / Desirable (D)
Be a person of integrity who maintains confidentiality and impartiality	E
Well-developed interpersonal and communication skills	E
Proven ability to manage and lead HR service delivery	E
Ability to write reports to a high standard	E
Confident and experienced ICT user particularly development and implementation of HR systems and software	E
Able to participate and lead meetings	E
Able and willing to adopt a flexible and imaginative approach to work	E
Ability to work in a demanding environment and meet deadlines	E
Proven ability to manage projects and tasks with conflicting priorities and timescales	E
Self-starter with good organisational skills and ability to prioritise own workload	E
Ability to work individually and as part of a team, including leading a team	E
Valid driving licence with use of own vehicle for business purposes (reasonable adjustments will be considered for disabled applicants)	E
Be able to work at times convenient to the Trust including occasional evening governing body meetings	E

How to Apply

1. Application Deadline

The closing date for applications is Monday 7 June at 10am.

2. Completing Your Application Form

Please complete all sections of the application form in full. Please note the guidance on the form about referees. Only electronic applications will be considered, which are returnable to admin@russelleducationtrust.org.uk. The application form is available on the Trust's website at the following link:

<https://russelleducationtrust.org.uk/vacancies.php>.

3. Supporting Statement

Applicants are asked to attach a statement to their application outlining why they are attracted to this post and giving evidence of how they meet the person specification. The statement should be no longer than one side of A4 using Arial point 11.

4. Other Documentation

Please complete the equalities monitoring form which is also available on the Trust's website at the following link:

<https://russelleducationtrust.org.uk/vacancies.php>.

5. Selection timetable

Closing date: Monday 7 June at 10am

Short listing: Tuesday 8 June

Short listed candidates notified: Wednesday 9 June 2021. Applicants are asked to give a mobile number on their application form which may be used for notification.

References taken up: Wednesday 9 June 2021. Applicants are asked to ensure referees are aware that we will contact them on that day.

Interviews: Wednesday 16 or Thursday 17 June 2021. The selection process will involve a panel interview and a short exercise, the details of which will be provided on the day of the interview.

6. Further Information

If you have any queries regarding the post then please email Paul Frayne, Chief Finance Officer (admin@russelleducationtrust.org.uk) with any queries or to arrange a telephone discussion.