

## Person Specification

<b>Job Title:</b>	Head of HR, Payroll & Pensions
<b>Salary/Grade:</b>	GLP Grade 7 / NJC 29-33 (£50,787 – £54,890 pa)
<b>Contracted Hours:</b>	Full time (37 hours per week)
<b>Academy Name:</b>	GLP Central Team
<b>Location/Address:</b>	Hybrid/Burntwood
<b>Reports To:</b>	Chief Financial & Operations Officer

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety. This post-holder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
<b>Education, Qualifications &amp; Membership</b>			
Educated to degree level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at Interview or from records
Evidence of professional development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GCSE English and Maths C or above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CIPD Membership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CIPD Level 7 or hold a Degree (Level 6) in relevant HR/Payroll discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Experience</b>			
Recent experience of working in schools / MAT / education sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion.
Safer recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
At least 3 years' experience operating at a senior level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Strong generalist HR, payroll & pensions experience in a fast-paced environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Up-to-date knowledge and understanding of HR and payroll best practice and a thorough understanding of the practical application of employment law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of providing HR and payroll advice in an environment which has a range of terms and conditions and policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A good understanding of both School Teachers' and Support Staffs' pay and conditions, NJC and associated policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Essential	Desirable	How Identified
Knowledge and understanding of key educational issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of KCSIE, safeguarding and managing allegations against staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A thorough knowledge of pay and pensions for Teachers and Support Staff and the ability to work with external agencies, ie payroll provider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of project management and have demonstrable experience of successfully leading projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of using an MIS, databases and relevant systems to the role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Performance management appraisal for staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of multi-location working	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Demonstrate successful experience promoting and implementing equality & diversity considerations in all aspects of HRM, including organisational development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Skills &amp; Abilities</b>			
Ability to work collaboratively to review, develop and implement effective HR and payroll policies and procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to analyse and interpret complex information, prepare and deliver briefings and presentations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to work collaboratively on change management initiatives and projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IT literate and confident using HR and payroll systems, MS Office, Teams, Sharepoint and other associated systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to investigate, resolve problems and make decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Effective administrative, organisational & time management skills together with the ability to work under pressure and to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Knowledge</b>			
A clear understanding of the essential qualities necessary to be effective in the role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Knowledge and understanding of data analysis and the ability to use data to set targets/inform projects or ways of working to improve performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of current safeguarding child protection procedures and how this impacts on specific areas of the role, ie safer recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Personal Attributes</b>			
Highly organised, efficient and able to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Essential	Desirable	How Identified	
Drive and enthusiasm for delivering a quality HR, payroll and pensions service that consistently produces positive and business focused outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion	
Demonstrate an understanding of the need for confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Able to inspire confidence amongst academy leaders and senior colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Confident and excellent inter-personal skills, with the ability to communicate in a fluent and adaptive manner, with experience of successfully influencing opinion and generating support	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Strong people management skills and experience of delivering results through people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Professional integrity and resilience, with the ability to work with external agencies, ie payroll provider	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Thrives in fast-paced and often ambiguous environments	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Able to use discretion intelligently, be resourceful and solution-orientated	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Able to manage conflicting priorities and achieve stretching objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Is business aware with strong commercial acumen and a creative approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Customer driven, pragmatic, action orientated style	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Experience of working in partnership and collaboration with an ability to work effectively with a broad range of stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Ability to be creative and analytical in order to develop flexible creative solutions to complex HR issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Personal vision aligned with the Partnership's high aspirations and expectations of self and others	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Genuine passion and a belief in the potential of every staff member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Motivation to continually improve standards and achieve excellence above norms	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Proactive, keen to embrace new ideas and challenges	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Committed to continuing professional development for self and others	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>General &amp; Specific or Legal knowledge</b>				
Possess a full driving licence and have use of a vehicle for business purposes together with appropriate business insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

## Special Requirements

It is the responsibility of each employee to carry out their duties in line with Greenheart Learning Partnership's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

<b>Developed by:</b>	Chief Financial & Operations Officer	<b>Date of issue:</b>	December 2024
<b>Signature of post-holder:</b>		<b>Date of signature:</b>	