



## **Job Application Pack**

### **Human Resources Assistant**

Permanent, 37 hours per week, All Year Round  
Grade 7, Points 22 - 26, £21,074 to £23,866 per annum

**Closing Date: 9.00am Monday 1st April 2019**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



## Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

### Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

### Corporate Services

We understand the need to provide efficient corporate services to support effective communication, procurement and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

### Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources.

### Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

### Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements.

### Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

### IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



### Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

## The Vacancy

The HR Team is led by the HR Director, supported by two HR Business Partners who are based within the Academies for the majority of the week and then a small HR administration team based in the central office. The HR team together provide a comprehensive HR service across the entire Trust offering high quality, solution focused support to each Academy underpinned by comprehensive up to date knowledge of education law, employment law and HR best practice.



The HR Team provide advice, guidance and practical support to the Trust and academies, including:

- Written policies, guidance and toolkits specifically designed to meet the ever changing and complex challenges faced by academies;
- A fully supported recruitment and appointment processes.
- Comprehensive support on all employee relations matters including appraisal/ competency, grievance, disciplinary, safer working, recruitment, absence, redundancy and performance related pay issues;
- On site and practical support to manage HR related matters and investigations, including production of reports and correspondence;
- Advisory support to Principals, Governing Bodies and Trustees at formal hearings and appeals;
- Expert job evaluation analysis to ensure that all posts in your academy comply with the Trust's equal pay structure and equal pay legislation;
- A full range of HR related training including Safer Recruitment training

The growth of the Trust presents an incredibly exciting time to join us as the function and scope of the HR Team evolves, providing unique opportunities for professional development and career progression for the right individual. The role holder will provide professional administrative support to both the HR Regional Business Partners and the HR Director as well as being an additional contact point for the Academies for general HR queries.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.



## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk). To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am Monday 1<sup>st</sup> April 2019**

**Interview Date: TBC**

## Job Description

**POST TITLE:** Human Resources Assistant

**GRADE:** 7, POINTS 22 - 26

**SALARY:** £21,074 to £23,866 per annum

**RESPONSIBLE TO:** HR Regional Business Partner

### JOB PURPOSE

To provide professional administrative support to the HR team and to take the lead on the recruitment cycle, ensuring that an efficient customer focused professional service is provided and that safer recruitment processes are adhered to at all times.

The HR Assistant will be involved in the full employee life-cycle including liaising with the Academies to confirm job descriptions and adverts and advising regarding safer recruitment and ensuring compliance. The role holder will process and send out contracts of employment as well as have responsibility for undertaking the relevant pre-employment checks and keeping both the Academies and HR Regional Business Partners updated on the stage of the various checks. They will liaise with payroll to set up the new starters on the system ensuring that all the appropriate documentation and checks have been undertaken. Additionally they will be required to update internal systems and provide the appropriate letters with any employee changes, assist with disciplinary and grievance hearings in the capacity as a note taker as well as take notes at other official meetings and committees and produce ad hoc reports as required.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

Provide effective administrative support to HR Team under the direction of the HR Director and HR Regional Business Partners.

### Recruitment

- Lead on the administrative procedure for the recruitment and vetting of new staff and governors ensuring that all safer recruitment checks are carried out.
- Updating the Single Central Record for staff and work with the Academies to ensure they update the SCR for the relevant contractors, agency and volunteers.
- Respond to any recruitment queries from candidates or Academies.
- Support and advise the local Academy staff regarding their role in the recruitment cycle.
- Assist Academies in the preparation of job description and person specifications.
- Keep the HR templates up to date in accordance with any changes in the Academies or MAT.
- Place adverts on the relevant recruitment website and take a proactive approach as to how to increase interest and applications in the vacancies.
- Liaise with the HR Regional Business Partners to ensure that successful candidate are issued with a contracts of employment in a timely manner and that the safer recruitment checks are undertaken at the appropriate timescales.
- Ensure all new staff are issued with appropriate induction documentation and that the Academies are made aware of the key probation review dates.
- Ensure personnel files and records are maintained in a comprehensive and accurate manner, whilst observing statutory GDPR requirements.

### Absence Management

- Produce from the HR systems monthly absence data for the HR Regional Business Partners to utilise in accordance with the Trust's absence management policy to help reduce absence levels across the Trust.
- Ensure that self-certification and medical notes are provided and check that the Academies record these accordingly on the HR absence system.
- Support the HR Regional Business partners, as well as undertake when appropriate, sickness welfare review meetings, ensuring accurate records are retained and to take notes at meetings if requested.

### Wider HR Function

- Oversee the accurate maintenance of staff training records on the Trust's HR database, the creation and retention of training certificates on personnel files and the production of relevant training reports and arranging refresher training as required.
- Support the HR Apprentice in their development and work closely with them in their role.
- Lead on the administrative process for expectant mothers, liaising with the employee and line manager as appropriate and providing the employee with the relevant paperwork.
- Support the induction arrangements for new staff, including preparation of materials and providing advice and guidance to line managers.
- Update the HR systems and work closely with payroll to ensure the information is maintained accurately.
- Support the probation process for new staff, including the issuing of paperwork, following up on the return of completed paperwork and provision of guidance to the line managers as appropriate.
- Support an effective and customer focussed first line service to staff and stakeholders by acting as one of the first points of contact for them, resolving straightforward issues and ensuring any more complex issues are drawn to the attention of senior colleagues, working with them to establish a resolution.
- Attend meetings to take minutes, producing and distributing these in a timely manner or to advise as appropriate.



- Provide administrative support to the wider work of the HR Team, including consultation with staff and trade unions, staff training sessions, appraisals, probationary reviews, union consultation meetings and HR casework.
- Be part of working groups as required if any HR systems and procedures are being reviewed and to take on a proactive approach to the implementation of any positive change to HR procedures.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.