



South Pennine
Academies

HR Admin Assistant
Candidate Pack

Important Safeguarding notice / Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The following statement is an extract from our Safer Recruitment Policy and is line with the Government's Department for Education document: 'Keeping Children Safe in Education 2022'

2. Statement of Intent

2.1 South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

2.2 The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Dear Potential Colleague,

Thank you for expressing an interest in this post.

The purpose of the role is to provide a comprehensive HR administration service for over 850 staff. This role is key in the HR Central Service team and will cover all aspects of HR administration throughout the employee lifecycle and maintaining and developing the HR Information System.

You will work as part of central team, based at the Trust office in Elland.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- An understanding of Human Resources process, procedure and policies
- Good Listening, oral and literacy skills
- Record keeping skills and information management
- Strong ICT skills
- The ability to work independently and as part of a team

If you think that you may be the right candidate for this role, then we look forward to receiving your application. If you would like to discuss the role in more detail or require more information, please contact our Deputy CEO, Roz Batley at:

roz.batley@southpennineacademies.org

Lynda Johnson
Chief Executive



The Trust - South Pennine Academies

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

Values

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a Multi Academy Trust allows school-to-school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower, and be involved in shaping the partnership rather than having it shaped for you.

Key Priorities

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



Joining South Pennine Academies

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - **South Pennine Academies - Professional Development at SPA**
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Hybrid / Smarter Working** – South Pennine Academies recognises the mutual benefit of homeworking. The balance between office and home working will vary depending on the role and the person concerned and any remote working will be agreed with your line manager.
- **Free Eye Test** – The Trust offers a free eye test to all staff, and £49 toward the cost of glasses, needed for VDU purposes only, in partnership with Specsavers. Please contact Central HR for more information and how to obtain an eye test.



The Selection Process

How to Apply

If you wish to apply for the post of HR administrator, then you should:

- Complete the online application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees with one being your current employer (with email addresses if possible). **Do not enclose additional CVs.**
- Applications are made via the My **New Term portal**.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification** and the unique contribution that you could make to the future success of our Trust.
- Applications are welcome from both internal and external candidates.

Successful applicants will be required to undertake an Enhanced Criminal Records Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Submit your application by:
9am Monday 11th September 2023

Interviews to be held on:
Friday 15th September 2023

Job Description

Post: HR Admin Assistant

Overview: The purpose of the role is to provide a comprehensive HR administration service for over 850 staff. This role is key in the HR Central Service team and will cover all aspects of HR administration throughout the employee lifecycle and maintaining and developing the HR Database.

Salary: Scale 4-5 | SCP 7 - 11 (£22,369 - £24,093)
actual (£20,003 - £21,509)
pay award pending

Contract Type: Full Time (37 hours per week) | Permanent

Contract Term: Term Time + 5 days

Line of Responsibility: The HR administrator is directly responsible to the HR Director.



The Role

The purpose of the role is to provide a comprehensive HR administration service for over 850 staff. This role is key in the HR Central Service team and will cover all aspects of HR administration throughout the employee lifecycle and maintaining and developing the HR Database.

Job Purpose

- The main purpose of this role will be to provide a high quality, efficient day-to-day HR service for the schools and central team.
- Providing a timely, confidential, efficient, and compliant HR administrative service focusing on the following areas: recruitment processes, HR records management, HR administration and employment documentation.
- Maintain and develop the HR information system
- The post holder will be expected to work with a high degree of accuracy, confidentiality and attention to detail.



Key Duties

- Carry out a wide range of administrative functions relating to all aspects of work within the HR team including, but not limited to recruitment, on-boarding, employee relations, data entry, data analysis, learning and development, benefits management and off-boarding.
- Processing new joiners onto the HR Information System and liaising with internal stakeholders to ensure everything is set up in time for the new joiner's arrival.
- Maintain and develop the Trust's HR Information System.
- Support Line Managers and Academy based staff with the HR Information System.
- Check contracts and contractual changes for signing
- Processing changes (salary, roles, hours etc.) on the HR Information System.
- Act as a point of contact to answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner, signposting or referring when needed.
- Support the efficient running of the entire recruitment and selection processes which will include the full safer recruitment process, producing panel packs, sending out invites, checking applicant details, producing schedules etc.
- Ensure all central based staff have relevant training assigned, and are up to date and compliant.
- Advocate the development of HR systems and processes and assist with other HR projects where required.
- Support the HR Advisors with employee relations cases when required including general administration and being present at informal and formal meetings to take minutes.
- Be committed to the continuous improvement and review of current practices and procedures; making suggestions for revision where need for change is indicated.
- Carry out any other such reasonable duties as may be determined by the scope of the post.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager which fall within their capabilities or the requirements of the Trust.

Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up to date with current educational developments and legislation affecting Human Resources.

Other Responsibilities

- Contribute to the wider life of the Trust, its academies and its community through out of hours and partnership work when required
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Carry out your duties with full regard to the Trust's published employment policies
- Comply with health and safety policies, organisational statements and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters to protect both yourself and others
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's academies and other agencies as appropriate to the role of Trust Safeguarding and Child Protection Lead
- Always promote the Trust's values and vision
- Carry out any such duties as may be reasonably required

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine.



Person Specification

Essential

Desirable

Qualifications/Training/Knowledge		
Relevant HR qualification, e.g. CIPD (or willing to work towards) and/or significant current administration experience	✓	
Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths)	✓	
Be a member of the Chartered Institute of Personnel and Development		✓
Has demonstrable knowledge of the education sector		✓
Relevant and recent personal and professional development	✓	
Up to date working knowledge of employment law		✓
Safer Recruitment training certification		✓
Full UK Driving License	✓	

Experience and Skills		
Understanding of Human Resources process, procedures and policies		✓
Experience working in the current educational environment		✓
Experience of working with trade unions		✓
Experience of administration related to Teachers Pension and Local Government Pension Scheme or be willing to undertake training		✓
Good listening, oral and literacy skills	✓	
Record-keeping skills and information management	✓	
ICT literate	✓	
Time management and working to deadlines	✓	
Knowledge of Equal Opportunities and Human Rights legislation	✓	
Knowledge of Data Protection legislation, including GDPR	✓	

Person Specification

	Essential	Desirable
Competencies		
Is an effective communicator with highly developed interpersonal skills	✓	
Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	✓	
Is able to establish professional working relationships with central based staff and those working in our Academies	✓	
Adheres to and encourages in others professional standards of fairness and integrity	✓	
Is committed to safeguarding and promoting the welfare of children and young people	✓	
Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	✓	
Enjoys being accessible, responsive and accountable to others	✓	
Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	✓	
Maintains confidentiality and is able to remain impartial	✓	
Proactive in acquiring and understanding changes to HR-related law and guidance, including training as required to benefit the role	✓	
A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion	✓	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and principles.

South Pennine Academies Partner Schools





Business and Training Centre The Gateway, Lowfields Close,
Lowfields Business Park, Elland, HX5 9DX