Pendle
Education Trust

CORE TEAM ADVISER (HR AND COMPLIANCE)

APPLICATION PACK

www.pendleeducationtrust.co.uk

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

Pendle
Education Trust

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:
•Castercliff Primary Academy
•Casterton Primary Academy
•Colne Primet Academy
•Pendle Primary Academy
•West Craven High School

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies - all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US
PENDLE EDUCATION TRUST

Pendle
Education Trust

We have an exciting opportunity for a motivated , driven individual to join our team at Pendle Education Trust. The role is broad and involves supporting our core team and schools with all issues relating to HR and compliance.

By joining the Pendle Education Trust family, you will become part of a supportive and ambitious team. The Pendle Education Trust core team offers functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance to our primary and secondary schools.

We offer a warm and inclusive working environment with a focus on professional development and there will be scope to develop within this role. This role will allow you to assist with the development of key processes at the Trust.

The successful candidate will report into our System & Process Manager (HR and Compliance) as well as providing some wider support to the Core Team at annual events. Experience of working in an education environment would be an advantage, though this is not essential.

We are very welcoming of flexible working arrangements to balance work and life and would like to encourage applications from applicants seeking this way of working. The role is from 0.8 to full time and is an all year-round position. The role is part of our Core Trust team who have a base at Northlight Mill in Brierfield but also work remotely, supporting their work-life balance. We also spend time in our schools as required, so the ability to travel to these sites will be necessary.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.

Pendle
Education Trust

Mrs Anita Ghidotti-Gibson
Chief Executive Officer

VACANCY

CORE TEAM ADVISER (HR AND COMPLIANCE)

Pendle Education Trust

Salary	Scale 5 (£25,989 - £28,142)
Role Details	0.8-1.0 FTE/ Full Year. Remote working opportunities are regular and encouraged, whilst balancing with working with the team in the office at Northlight, Brierfield.
Closing Date	9am on Monday 23rd March
Interview Date	TBC

JOB DESCRIPTION

Core Team Adviser (HR and Compliance)

Pendle
Education Trust

Purpose

Working to support the System & Process Manager (HR & Compliance)

Key Responsibilities

Payroll:

- Support the System & Process Manager (HR & Compliance) in ensuring an efficient payroll system
- Maintain accurate records for the core team
- Monitor initial payroll enquiries and respond/ refer as appropriate

Human Resources:

- Input data on to HR system ensuring accuracy and timeliness
- Support in the production HR reports in line with Exec & Board requirements
- Monitor initial HR enquiries and respond/ refer as appropriate
- Process job applications efficiently and in line with Trust recruitment & selection procedures
- Ensure all pre-employment checks are completed
- Track induction and probation period compliance
- Support production of HR- related documentation as required
- Maintain Single Central Record (SCR) for core team

Compliance:

- Support Executive Head of Governance & Compliance as required, with guidance: -

o Issuing of packs
o Minute taking (cover only)
o GDPR Sentry system

Continuous Professional Development:

- Support an effective process for CPD requests
- Monitor compliance of mandatory training including induction
- Ensure effective logging of CPD activity
- Produce reports from HR System on CPD activity
- Facilitate staff links where CPD is aligned
- Make bookings for CPD-related activity

Marketing:

- Support scheduled annual events as follows:

o GCSE Results Day
o Secondary Awards Night x 2
o Careers Day

JOB DESCRIPTION

Trust Responsibilities:

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Chief Executive considers appropriate.

PERSON SPECIFICATION

Qualifications and Attainments	
• A minimum of 5 GCSEs (or equivalent) including a Grade C in Maths and English	**Essential**
• A CIPD or CIPP qualification or a willingness to complete one of these qualifications	**Desirable**
• Commitment to ongoing professional development	**Essential**
Knowledge	
• Experience of working in HR or compliance	**Desirable**
• Experience of working in an educational setting	**Desirable**
• Experience of working in an office setting	**Desirable**
• Experience of using HR management systems and/or compliance systems	**Desirable**
Skills and Abilities	
• To be able to be flexible and take both a proactive and responsive approach towards the role	**Essential**
• Excellent verbal and written communication skills with attention to detail	**Essential**
• Excellent planning and organisation skills	**Essential**
• Ability to manage a complex and diverse workload with conflicting deadlines	**Essential**
• Excellent IT and numeracy skills and confidence with statistics	**Essential**
• Ability to work autonomously but know when to escalate potential issues	**Essential**
• Understanding of compliance requirements in Academies and knowledge of 'Keeping Children Safe in Education'	**Essential**

RECRUITMENT INFORMATION

Pendle
Education Trust

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form found on the Join Our Family page at www.pendleeducationtrust.co.uk

Equal Opportunities statement: We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation: The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Pendle
Education Trust

Pendle Education Trust
Nelson and Colne College
Scotland Road
Nelson
BB9 7YT

Email
hr@pendleeducationtrust.co.uk

Company Registration Number
08263591

Place of Registration
England and Wales