



HR ADMINISTRATOR CANDIDATE PACK



Rainbow Education Multi Academy Trust
Each and Every Child



Welcome from our CEO

Dear Candidate,

Thank you for your interest in joining the Rainbow Education Multi-Academy Trust. As CEO, I am proud to lead an organisation built on a steadfast vision: ensuring that every child, regardless of background or circumstance, has the opportunity to reach their full potential. At Rainbow, we are committed to being a values-led organisation, with the principles of excellence, endurance, friendship, wisdom, and trust guiding everything we do.

Our mission is simple yet profound: At the Rainbow, we flourish together as we listen, learn, lead, lift, and love. This embodies our belief that every member of our community – whether a child, teacher, or leader – plays a vital role in helping one another grow and succeed.

Collaboration is the cornerstone of our approach. We know that by working together, we can achieve far more for our children than we ever could alone. That's why we seek to welcome professionals who are not only dedicated to their craft but also genuinely care about making a difference for each and every child in our care.

If you are someone who shares our vision and values, and if you believe in the transformative power of education, we would love to have you join us on this journey. Together, we can ensure that every child has the opportunity to flourish.

Warm regards,
Gina Donaldson
CEO, Rainbow Education Multi-Academy Trust



Rainbow Education Multi Academy Trust

Each and Every Child



Our Vision, Mission and Values

Our Vision.....

To ensure that each and every child no matter what their background or their circumstance, reaches their potential and leaves us ready for the next stage of their life.

Our Values...

Excellence, Endurance, Wisdom, Friendship and Trust.

Our Mission...

At The Rainbow, we flourish together as we listen, learn, lead, lift and love.

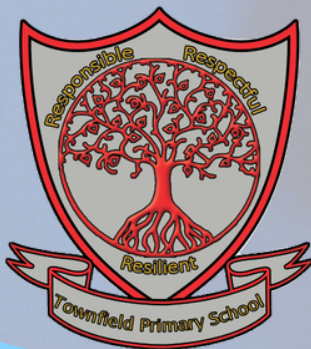


Rainbow Education Multi Academy Trust

Each and Every Child



Our Schools





Application & Shortlisting Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to vacancies@remat.org.uk CVs will not be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours.





Application & Shortlisting Process

Invite to Interview

After the closing date, short listing will be conducted by a Panel. Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;





Application & Shortlisting Process

Rainbow Education Multi Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.





Application & Shortlisting Process

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Rainbow Education Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check and online search.





Application & Shortlisting Process

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion with the HR Manager, please contact us via the vacancies@remat.org.uk email address.





Equality and Diversity

Rainbow Education Multi Academy Trust promote diversity and want a workforce which reflects the population of the Mersey City Region sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for each and every child. We aspire that staff are equally valued and respected, and children are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and children. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our children and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.



Advert

Job Title: HR Administrator

Grade: Grade 4 SCP 9-17

Reporting to: HR Manager

Hours: Term Time Plus 2 Weeks/37.5 Hours per Week

Location: Rainbow Education MAT, Unit 16 Chapel Brook Trade Park, Wilson Road, Huyton, L36 6FH

We are looking for someone to join our Trust HR team to provide assistance for a range of HR activities from recruitment through to leavers across our Trust, acting as first point of contact for queries, escalating as required. Occasional travel will be required to our schools across the Trust. Therefore, a clean driving license and own transport is essential.

We are looking for a dedicated individual who can:

- Support the delivery of high-quality HR services across our Trust
- Provide support with HR administration
- Work with others to help improve work organisation and effectiveness

You will be:

- A quick learner who can apply their administrative experience within an administrative and HRI context
- A highly motivated and hard-working person with a commitment to customer care and service
- A team-player who can develop positive relationships with colleagues
- Someone who will support the Trust's shared vision, mission and values

What our Trust can offer:

- Friendly, welcoming academies
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues
- Membership of a pension scheme

Rainbow Education Multi-Academy Trust is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. This post is subject to all the relevant pre-employment checks set out in 'Keeping Children Safe in Education', including an enhanced DBS certificate with a barred - list check and online search.

Please complete an application form and equal opportunities form and return via email to vacancies@remat.org.uk

Closing Date: 12noon Friday February 7th

Shortlisting: Friday February 7th

Interview date: TBC



Rainbow Education Multi Academy Trust

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Job Description

Job title: HR Administrator

Reporting to: HR Manager

Salary Range: Grade 4/SCP 9-17

HR Administrator

The Purpose of the role:

To provide a range of HR assistance to support the delivery of a high-quality HR service to our schools.

Objective of Job:

- To undertake a wide range of HR and administrative tasks, using Google Drive, Excel, email and other internal and external databases, providing a comprehensive service to academy staff and the Trust's HR Manager.
- To be a point of contact for Trust HR related queries, escalating as required.
- Provide administrative support to the HR Manager by organising meetings, drafting and collating paperwork, and notetaking at HR meetings as directed.
- Assist with the maintenance of HR records, electronic and paper according to Trust and data protection (GDPR) requirements.
- Support the HR Manager with general recruitment administration including advertising and monitoring vacancies.
- Ensure our Trust HR management system is monitored and updated across the Trust by supporting HR and office colleagues in system use.
- Support with the issuing of new starter paperwork including offer letters and statement of particulars.
- Assist with the monitoring and coordination of onboarding and induction activities.
- Support the coordination of references and DBS checks and other pre-employment checks for all employees, workers and volunteers.
- Assist in ensuring the Trust Single Central Record accurate and maintained for all employees in accordance with the 'Keeping Children Safe in Education' guidance.
- Ensure all personnel files and records are accurate and maintained in accordance with the Trust's agreed template versions.
- As directed by the HR Manager, ensure all changes to existing employee terms and conditions are processed and communicated as agreed with the employees and any changes received in the personnel files.





Job Description

Job title: HR Administrator

Reporting to: HR Manager

Salary Range: Grade 4/SCP 9-17

HR Administrator

Generic:

- Contribute to the overall aims and values of the Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- To communicate effectively with visitors, staff and students in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness.
- To safeguard and promote the welfare of children for whom you may come into contact with and adhere to all specified procedures.
- To comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- To promote equality in all working practices and ensure colleagues are treated and services delivered in a fair and consistent manner.
- Demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.





Person Specification

Qualifications, Knowledge and Experience	Essential / Desirable	Evidenced Application (A)/Interview (I) / Qualifications (Q)
Good general level of education to GCSE level, or equivalent including Maths and English GCSE Grades A* - C or equivalent	E	A/Q
Excellent written and verbal communication skills	E	A/I
Previous administrative experience	E	A/I
Previous HR Experience	D	A/I
Excellent IT skills	E	A
Clean Driving License and own transport	E	A/I
Ability to accurately input/retrieve data information from information systems	E	A/I
Professional Attributes, Qualities and Values	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on your own	E	A/I
A commitment to customer care and service	E	A/I
Ability to maintain confidentiality	E	A/I
Excellent time management and organisation skills	E	A/I
Self-motivated with the ability to work under pressure and be proactive	E	A/I
Ability to articulate, communicate and support the vision, values and mission of the Trust	E	A/I

