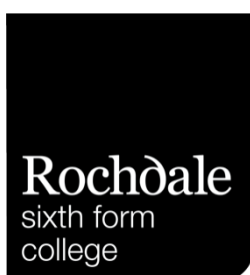


HR Assistant

Application Pack

Closing Date: Monday 26th August 2024 at 12pm
Interview Date: Wednesday 4th September 2024

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of HR Assistant at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school recently benefitted from a new teaching block which opened at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

The role of a HR assistant is to support the HR team and to provide high quality and efficient HR service for the Trust. This is a "customer" focused role to provide comprehensive, accurate and timely HR administration support and advice across all aspects of HR and to assist with the development of the HR administrative function.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact Gill Barratt or myself.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Monday 26th August 2024** to arrive no later than 12.00 midday.
Interviews expected to take place week commencing Wednesday 4th September 2024.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

NJC Pay Scale Grade 4 Points 7 – 11: £24,294 - £25,979

Start Date

Immediately

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff: “To maximise students’ achievements”

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

Job Description

Job Title:	HR Assistant
Reports to:	Director of HR
Contract:	Full time (37 Hours per week), Permanent
Salary:	NJC Pay Scale Grade 4 Points 7 – 11: £24,294 - £25,979
Start Date:	Immediate start

Overall, Purpose of the Post

- Support the Director of HR and team of HR Officers in delivering a high-quality and efficient HR service for the Trust.
- Provide comprehensive, accurate, and timely HR administration support and advice across all aspects of HR, focusing on the development of the HR administrative function.
- Assist with recruitment, employee records, operational HR, and payroll administration, ensuring a customer-focused approach.

Key Duties

Recruitment

- Organise and coordinate all recruitment activities for teachers and support staff across the Trust.
- Place vacancy advertisements on TES, FE, Greater Jobs, and Trust websites.
- Track applications, prepare shortlisting packs, and invite candidates for interviews, corresponding with all candidates professionally.
- Maintain the recruitment spreadsheet, recording all applications and recruitment sources.
- Prepare all necessary interview paperwork, including invitation letters, interview plans, room bookings and arrangements.
- Greet and assist interviewees on the interview day, ensuring a smooth process and verifying paperwork as required.
- Archive all applications and recruitment packs, including signed interview notes, ensuring compliance with GDPR.
- Support the Director of HR with new starter paperwork and ensure all pre-employment checks are completed before employment commencement. Checks include:
 - Identity
 - Barred list
 - Enhanced DBS
 - Prohibition from teaching
 - Professional qualifications
 - Right to work in the UK
 - Section 128 for management positions
 - References
 - Medical fitness.

Induction

- Prepare New Starter Welcome Packs.
- Assist with the new staff induction process, ensuring all new staff are invited to scheduled inductions and all relevant paperwork and checklists are organised.
- Issue appropriate induction documentation to new support staff.

Employee Records/Staff Database/Single central Record

- Maintain separate New Starter checklists and the Single Central Record for each academy/school/college, ensuring all legal checks are recorded.
- Ensure accurate completion of information for new staff.
- Maintain electronic and manual personnel files in line with GDPR requirements, including filing, creating new files, and archiving leaver files.
- Regularly audit personnel files for GDPR and Trust standards compliance.
- Update the DBS spreadsheet/file, ensuring secure storage of DBS records.
- Send DBS applications and pre-employment medical requests promptly and follow up on received confirmations before employment starts.

Operational HR

- Develop and maintain clear and efficient administrative processes for HR, recruitment, and training activities, making them accessible to the Director of HR and CFO.
- Respond to routine HR inquiries (internal and external) promptly and efficiently.
- Manage incoming emails, post, and other paperwork.
- Prepare and issue standard HR letters and documentation.
- Assist with the administration of new starters, leavers, and contract variations.
- Advise staff on entitlements according to their terms and conditions of employment.
- Ensure teaching and support staff job descriptions are updated and filed accordingly.
- Liaise with managers to ensure performance management and probation paperwork is completed and probationary letters are issued on time.
- Maintain up-to-date staff training records.
- Support the preparation of documentation for internally promoted staff.
- Use the PS People platform for data entry, maintenance, and report production.
- Assist with other HR projects as required.
- Use Microsoft Office for emails, letters (including mail merge), and spreadsheet maintenance.
- Maintain manual and electronic records, including filing, archiving, and shredding.

Payroll

- Provide payroll administrative support.

Other Duties

- Ensure confidentiality of information, including safeguarding current, past, and prospective employee information, in line with legal rights.
- Abide by the Codes of Practice set by The Chartered Institute of Personnel and Development.
- Stay updated with developments in employment legislation and HR best practices.

Work Environment

- The role involves frequent interruptions from phone calls and staff, but these do not significantly alter the overall work program.
- Most work is performed using IT.
- The HR Assistant will handle multiple HR tasks, queries, deadlines, and issues concurrently.
- The role involves contact with staff and external contacts, with some travel to other academies/schools/sites within the Trust.

Key Contact

- Leadership Team and Line Managers: Provide general HR administration, advice, and support.
- Academy and College PAs: Support policies and procedures administration processes.
- All employees: Serve as the first point of contact for HR-related queries.
- External third parties: Act as the first point of contact for HR queries.
- College and School Office Staff: Provide general team and administrative support.

General

The job description serves only as a summary of the main responsibilities of the post. It is anticipated that the role will evolve further to suit the development of the Trust and the particular strengths of the jobholder. Other reasonably similar duties may also be allocated from time to time appropriate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• GCSEs or equivalent qualifications in English and Mathematics.• Previous experience in an HR administrative role.• Experience using HR databases and Microsoft Office applications (Word, Excel, Outlook).	<ul style="list-style-type: none">• CIPD Level 3 qualification or willingness to work towards it.• Experience in the education sector.• Experience using the PS People platform.
Skills and Abilities	<ul style="list-style-type: none">• Excellent organisational skills with the ability to manage multiple tasks and priorities effectively.• Strong attention to detail and accuracy in all administrative tasks.• Good interpersonal and communication skills, both written and verbal.• Ability to maintain confidentiality and handle sensitive information appropriately.• Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook).• Ability to work independently and as part of a team.• Strong customer service skills with a focus on delivering a high-quality service.	

<p>Knowledge</p>	<ul style="list-style-type: none"> • Basic understanding of HR processes and employment legislation. • Knowledge of GDPR and its application in HR practices. 	<ul style="list-style-type: none"> • Knowledge of safer recruitment practices in education. • Awareness of current developments in HR best practices and employment law.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Professional and approachable demeanour. • High level of integrity and commitment to maintaining confidentiality. • Flexible and adaptable approach to work. • Proactive attitude and willingness to learn and develop new skills. • Strong team player with the ability to build effective working relationships. 	
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Willingness to travel to other academies/schools/sites within the Trust as required. • Commitment to ongoing professional development. • Commitment to the Trust’s values and mission. 	



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