

RECRUITMENT PACK

HR Assistant



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of HR Assistant at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: HR Assistant

Start date: August 2023 (or earlier by agreement)

Hours: 36 hours per week, all year round

Contract: Permanent

Salary: Grade 4 (NJC SCP 6 -8), Actual salary £21,968 – £22,777

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Consilium Academies who are committed to providing the best possible education for our pupils.

As a growing organisation we are looking to recruit an organised, experienced, and passionate HR Assistant to join our People Team in the central office to provide HR administration services and support in HR projects and initiatives.

The HR Assistant for Consilium Academies will work collaboratively and proactively to provide efficient and accurate HR support to colleagues and managers across the organisation. Taking a lead on all People and recruitment administration as well as being the first point of contact for general queries.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to HR@consilium-at.com.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 9am on Monday 5th June 2023.

Interviews dates are to be confirmed.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	HR Assistant
Reports to:	HR/Learning and Development Manager
Based at:	Consilium Academies Central Office
Grade:	Grade 4 SCP 6-8

Main purpose of the Role

The HR Assistant for Consilium Academies will work collaboratively and proactively to provide efficient and accurate HR support to colleagues and managers across the organisation. Taking a lead on all People and Recruitment administration as well as being the first point of contact for general queries.

Core Responsibilities & Tasks

Main Duties and Responsibilities

- Work diligently with internal systems to ensure that all data inputting tasks are carried out in a timely and consistent manner, ensuring that all people changes are processed within payroll deadlines.
- Administration and processing of colleague information, including, but not limited to data input into internal systems, on boarding new starters, contract changes, salary changes, off boarding leavers.
- Offer first line support for any people queries that land within the central team and North West (telephone/email/in person) escalating where necessary.
- Maintain and update Access.
- Provide relevant administrative support to the HR/L&D Manager, HR Business Partner, and wider People Team.
- Take minutes for the People Team.
- Review and evaluate administration processes to ensure efficiency.
- Deliver a seamless administration service with discretion and confidence.
- Maintain knowledge of relevant HR practices and legislation.
- Contribute to People Projects and assist the People Team.

Recruitment

- Assist the recruitment processes across the Trust, including writing and posting ads, scheduling, and booking interviews, liaising with candidates and producing recruitment packs.
- Collate all the applications on the HR drive.
- Ensure the Consilium website vacancies page is regularly updated and job adverts are posted on the relevant sites.
- Ensure the Trusts adherence to Safer Recruitment.
- Ensure that all staffing and recruitment appointments have been confirmed and signed off by the People team and Finance.
- Process the documentation for successful candidates, including offer letters, contracts of employment, pre-employment checks, DBS and reference checks in accordance with Safer recruitment procedures.
- Collate information on exit interviews and identify patterns or trends and provide reports to the People Director on a monthly basis.
- Support the maintenance of the Trust Single Central Register.

HR Generalist

- Always maintain accuracy with written documentation and personnel records.
- Assist with the preparation of People related communications to be sent to academy staff.

- Provide admin support to the HR Business Partner and wider People Team across a range of meetings.
- Ensure that all People policies and procedures are available on Access.
- Support the coordination of the staff induction process.
- Process staff changes and staff leaving documentation.
- Draft a range of letters and correspondence (e.g. variation to contract letters, contracts, maternity and holiday entitlement).

Corporate Responsibilities

- 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
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- This Job Description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the Job Description will change within the broad remit of the post. This Job Description does not form part of your contract of employment and will be updated from time to time in consultation with you.
- It is expected that all staff work collaboratively to share good practice, resources and ideas to realise Consilium Trust Vision and aims. All staff should act with professional integrity at all times, following the Code of Conduct.

Person Specification

Qualifications and CPD	Essential	Desirable
5 GCSE passes (inc English and Maths)	✓	
Educated to A Level or equivalent		✓
Additional qualification / evidence of CPD relevant to the responsibilities of the post		✓
Experience, Knowledge and Skills	Essential	Desirable
Experience of using a HR Database		✓
Strong administrative and organisational skills	✓	
Excellent IT skills including the ability to confidently use Microsoft Word and Excel	✓	
Experience of working within a HR role		✓
Accurate data entry skills with excellent attention to detail	✓	
Exceptional organisational ability and time management skills;	✓	
Personal Attributes	Essential	Desirable
Committed to providing a helpful, friendly and responsive HR service;	✓	
Commitment to own continuous professional development.	✓	
Strong understanding and respect for confidentiality;	✓	
Patient, calm and flexible nature in approach to workload;	✓	
Professional outlook, highly organised, able to multitask and meet deadlines	✓	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	✓	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		✓