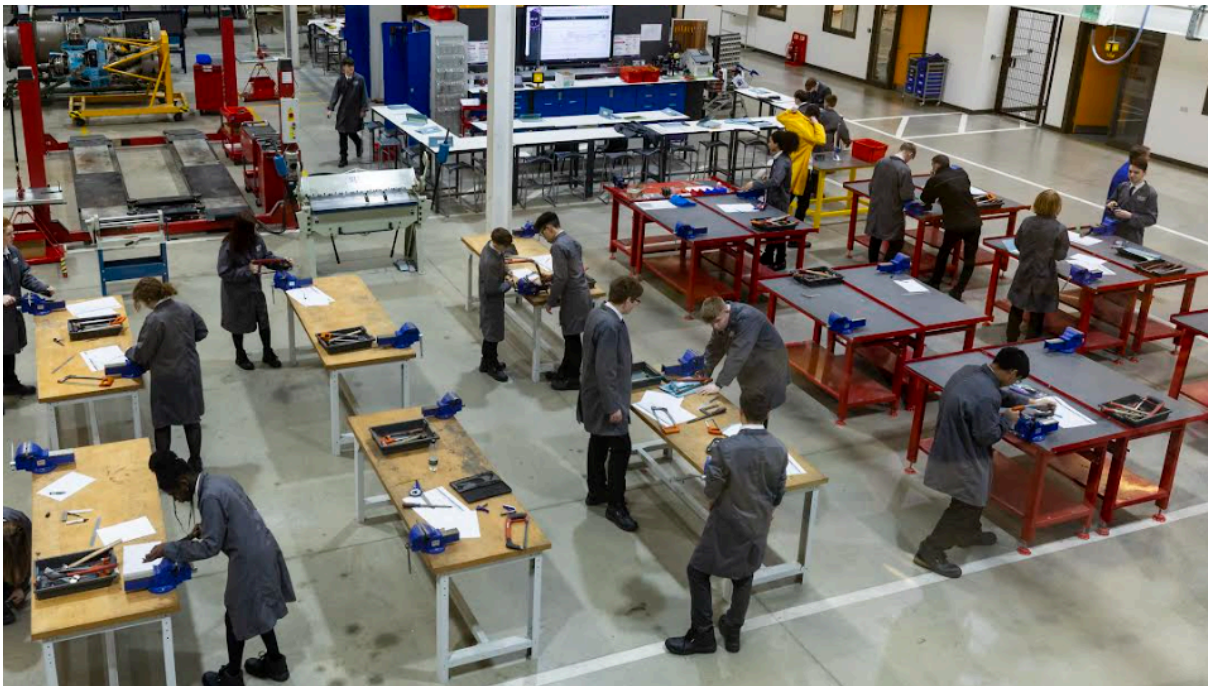
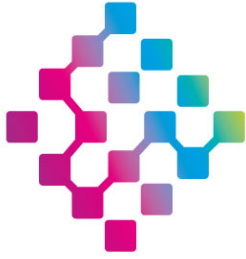


# HR Manager and PA to the Headteacher

## APPLICATION PACK



**University  
Technical  
College  
Norfolk**



# University Technical College Norfolk

**HR Manager and PA to the Headteacher**

**37 hours per week  
Term time (38 weeks) plus 2 weeks**

**Scale S01 - S02, Points 29 - 34  
Dependant on qualifications and experience**

**Actual Salary £27,568 - £31,498**

**National pay award pending**

**Start date October, 2024**

UTCN exists to develop the next generation of engineers and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved! We have been open nine years and we are one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good', by OFSTED, across all areas in May 2019. We have approximately 440 students on roll.

This role is for 37 hours per week on a Term Time plus 2-week basis. The core hours of work will be from 8.00am to 4.00pm (3.0pm on a Friday) with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary these hours slightly.

We are looking for a professional colleague who can support our staff, parents and students in a variety of ways:

- To support the successful development of UTCN by heading up the HR and working with the Finance Manager to complete the Payroll provision
- Providing an efficient PA service to the Headteacher

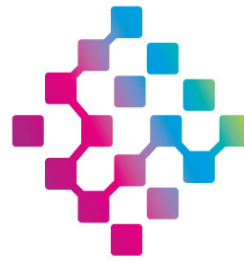
If you are:

- Educated to Level 3 (A Level, NVQ III) or above with high standards of literacy and numeracy
- Experienced in providing high quality administrative and / or secretarial support
- Friendly, personable and professional
- Able to deal with employers, staff, Trust member, parents and students
- Organised, a team player and optimistic
- First Aid trained or happy to be trained

Then we want to hear from you. For further information and to apply, please see our website [www.utcn.org.uk](http://www.utcn.org.uk) or please contact Alison Howes, HR Manager on 01603 580282.

**Closing date: 9.00am, Friday October 4th, 2024      Interviews: W/C 7th October, 2024**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.



**University  
Technical  
College  
Norfolk**

September, 2024

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

We have been open for 9 years, have a fabulous £10m building, £1.3m of specialist equipment and, already, have nearly 450 students. Our goal is simple: to ensure our students have the skills, qualifications and experience to go to university or to take-up skilled employment. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics.

We are looking for a professional colleague who can support our students in a variety of ways:

- To support the successful development of UTCN by heading up the HR and Payroll provision
- Providing an efficient PA service to the Headteacher

UTCN joined the London-based MAT Community Schools Trust (CST) in 2022. CST have a track record of achieving some of the best exam results in the country. This partnership of technical expertise with academic excellence will create some fabulous opportunities for both staff and students.

School experience would be helpful, but is not essential as we will provide training and support to help you develop your skills.

If we can provide any further information, please do not hesitate to get in touch.

Francis Bray  
Headteacher

## **Key Facts**

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 150 places) and Year 12 (100 places)
- In due course, UTCN will have up to 460 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00 am to 3.35 pm
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

## **Employer Support**

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## **The UTCN Board**

Reflecting the key role that employers will take, the UTCN Local School Board is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and safeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Julie Schofield of UEA
- Francis Bray of UTCN
- Edson Moyo - Staff Governor
- Abbas Maqbol of JIC
- Steve Love
- Lindsey Green of UEA
- John Harris
- Amy Hanton - Parent Governor

## **The Curriculum**

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake industry led projects.

## **Basic Salary**

Salaries are paid in twelve equal instalments on the 15<sup>th</sup> day of the month by direct credit transfer.

## **Additional Remuneration**

Every year, three collegiate targets will be set which will attract a bonus. These targets will be the same for all UTCN staff.

## **Other Benefits**

Membership of the Local Government Pension Scheme will apply to this role. UTCN staff also benefit from membership of BHSF.

## **Working Pattern**

This role is for 37 hours per week on a Term Time plus 2 weeks basis. The core hours of work will be from 8.00am to 4.00pm (3.30pm Fridays) with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary these hours slightly.

Occasional working outside of normal school hours will be required and time off in lieu will be granted on these occasions. UTCN term dates largely follow the pattern of Norfolk schools.

## **Professional Appearance and Dress**

The principle of smart business dress for staff applies.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

<b>Job Title:</b>	HR Manager and PA to Headteacher
<b>Reports to:</b>	Headteacher
<b>Hours of work:</b>	37 hrs per week, Term Time (38 weeks) plus 2 weeks
<b>Grade:</b>	UTCN Support Staff Salary Scale SO1 – SO2, Points 29 - 34
<b>Overarching Job Purpose:</b>	To support the successful development of UTCN by heading up the HR and supporting the Payroll provision at all levels and by providing an efficient PA service to the Headteacher.
<b>Revised</b>	September 2024

<b>Main Tasks and Responsibilities</b>	
<b>1</b>	To be the first point of contact for enquiries to the Headteacher and SLT.
<b>2</b>	To manage the diary of the Headteacher and to ensure that the Headteacher is fully prepared and briefed for all meetings, internal and external, and for other similar engagements.
<b>3</b>	To meet with the Headteacher on a regular basis to identify priorities, process mail and email communications and support the successful delivery of school events.
<b>4</b>	To provide secretarial support to the Headteacher including typing exclusion letters, keeping appropriate filing systems and booking travel.
<b>5</b>	To book (NCC) training courses and travel for all staff, as well as travel for staff visiting other CST sites
<b>6</b>	To meet, greet and welcome visitors, organising refreshments where applicable.
<b>7</b>	To manage coordination between staff at all levels of the organisation, in order to produce papers and reports for meetings.
<b>8</b>	To act as a gathering/distribution point for various documentation and information for staff.
<b>9</b>	To set up and maintain the Brevo communication system in September of each academic year and to send communications to parents and students using the Brevo emailing system as required.
<b>10</b>	To complete all relevant Medical screening and DBS checks and maintain the Single Central Record.
<b>11</b>	To maintain the Whole School Calendar and update this regularly on Google Calendar adding staff as they join UTCN and sharing relevant information as required.
<b>12</b>	Update the Parent Calendar for publication on the website
<b>13</b>	To update the Staff Handbook throughout the year when necessary
<b>14</b>	To work with the UTCN uniform suppliers arranging uniform sessions, delivery of bulk uniform orders and to track uniform orders for each new Year 10 cohort. As well as ordering staff uniform as required.
<b>15</b>	To assist in the planning and organisation of marketing events and parent meetings and attending as required.
<b>16</b>	To update the UTCN website as required, including the publication of Newsletters and staffing updates
<b>17</b>	To act as Duke of Edinburgh Award Verifier.

18	To liaise with the school transport team First Bus dealing with the timetable and day to day issues and to arrange the production of bus pass codes and the issuing of the contract bus pass codes to students working with the Finance Team
19	To liaise with the catering provider (Olive Catering).
20	To act as First Aider and Fire Marshall.
21	To Line Manager the Reception Team.
22	To create and maintain effective working relationships at all levels within the organisation and with external organisations, providing high levels of customer service to all members of UTCN.
<b>HR / Payroll Tasks</b>	
23	To act as the first point of contact for staff recruitment and to organise, in liaison with SLT members, the recruitment process.
24	To generate core information for applicant packs and to publish to relevant areas ie NCC, UTCN website, Indeed, TES etc
25	To provide a first response to applications, to monitor online applications (TES and Indeed), to collate applications and aid in the shortlisting of all applicants.
26	To arrange interview slots with shortlisted candidates and to contact unsuccessful applicants as required.
27	To prepare schedules for interviews, collating tasks and booking rooms as necessary.
28	To set up staff personnel files including obtaining references, completing DBS checks, medical checks and collecting ID and qualification information.
29	To maintain staff personnel files and update records as necessary.
30	To be the first point of contact for all staff for payroll and HR queries
31	To produce and issue staff contracts in conjunction with the Headteacher.
32	To set up all new starters on SAM People and update records as required.
33	To request IT, systems access, laptops and ID for new starters.
34	To liaise with colleagues from CST on a regular basis to keep HR information updated. This includes a weekly meeting with the CST HR Manager and termly meetings with HR colleagues.
35	To work with the Finance Manager for any payroll queries and to resolve issues arising from these queries.
36	To liaise with the Finance Manager and colleagues from CST as necessary to deal with payroll queries and to confirm changes to salary updates
37	To update annual pay increases and cost of living increases in SAM People and Itrent and ensure that these are implemented in a timely manner
38	To complete and submit the School Workforce census
<b>General Responsibilities</b>	
39	To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: <ul style="list-style-type: none"> <li>● Equal Opportunities</li> <li>● Health, Safety &amp; Welfare</li> <li>● Child Protection</li> </ul>

	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Risk Management</li> </ul>
<b>40</b>	To undertake any other similar duties of this level as required by the Headteacher.

### Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Level 3 (A Level, NVQ III) or above</li> <li>• GCSE equivalents in English and Maths at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Trained or willing to be trained</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing high quality administrative and / or secretarial support</li> <li>• Experience of using Google Workspace</li> </ul>	<ul style="list-style-type: none"> <li>• Previous school experience</li> <li>• Previous commercial experience</li> <li>• Marketing and HR experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deal with students, parent/carers and staff in a calm, assertive and professional manner</li> <li>• Proficient in IT</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using student data</li> <li>• Experience of using SIMS</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible and able to react to quickly changing daily routines</li> <li>• Organised</li> <li>• Team player</li> <li>• Friendly, personable and professional</li> <li>• Optimistic and enthusiastic</li> <li>• Well presented</li> <li>• Able to respect the confidentiality of personal information</li> <li>• Resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Empathetic</li> <li>• Innovative</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Enthusiasm to contribute to extra-curricular activities</li> <li>• Keen to work with local employers</li> <li>• Flexible to work outside normal hours and days when necessary</li> <li>• Car driver / owner</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to undertake first aid and /or fire marshal training</li> </ul>



## **Further information**

The UTC Norfolk website is: [www.utcn.org](http://www.utcn.org)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact Alison Howes, HR Manager and PA to the Headteacher via [alison.howes@utcnorst.org](mailto:alison.howes@utcnorst.org)

## **Visits to UTCN**

During the interview process, there will be ample opportunity to see the building and meet key staff, however, if you would like to visit UTCN prior to application, please contact Alison as above.

## **Application**

Please apply using the UTCN application form. This can be found at:

<https://utcn.org.uk/70/job-vacancies>

As part of the application, you will be asked to submit a supporting statement, this supporting statement should:

1. Explain why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading e.g.

## **Qualifications**

## **Experience**

*Please note that candidates who do not follow this guidance will not be shortlisted.*

**Please note if we find a suitable candidate we reserve the right to close this vacancy early.**

**Closing date: 9.00am, Friday 4th October, 2024      Interviews: W/C 7th October, 2024**