

HR Manager

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance

- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Integrity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title: HR Manager

- Salary: £38,000 to £45,000
- Basis: Full Time (52 weeks)
- Start Date: 1st of August 2025
- Reporting to: Academy Business Manager
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- Annual leave: 35 days per annum

Purpose of the role:

To manage all HR functions of the Academy, to provide advice to the Principal and Senior Management Team on HR strategy and employment law. Direct line management of the HR Administrator to ensure that all administrator is completed accurately and within a reasonable timeframe.

The Academy currently has 60 employees and still growing with new recruitment ready for the next academic year.

continued...

Key Responsibilities

Principal Accountabilities:

General

- To lead, develop and deliver an outstanding HR service
- Work closely with senior and line managers to understand and implement policies and procedures such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Manage employee relations caseload including grievance, disciplinary, family leave, flexible working and capability procedures
- Keep up to date with changes in employment legislation and provide employment law and general HR advice to managers
- To manage HR team members
- To advise the Academy Business Manager and Principal on HR-related matters
- To always demonstrate, personal and professional integrity and to model the Academy's values
- To consult with staff and their representatives on HR issues as required to maintain good employee relations.
- To undertake HR-related project work as required
- Ensure adequate coverage is maintained for trained first aiders and fire marshals.
- Any other duties as required in this role.

Information Management

- Maintain HR records which meet legal and internal management requirements including the HR database (iTrent) and personal files
- Produce a variety of HR related reports as required
- Support the Business Manager with the completion of the annual returns to the DfE
- Ensure the Single Central Record is maintained in line with DfE requirements and make available for termly inspection by Safeguarding Lead and Governor and to OFSTED during their inspections
- Provide accurate and timely information to payroll and liaise with the payroll service as required
- To provide governors with reports and information regarding staffing, including turnover and a full staffing profile

Recruitment

- Practice safer recruitment in checking the suitability of staff and volunteers to work with children in accordance with DfE requirements. Completion of all checks for new starters, including Governors, volunteers and casual staff in line with Keeping Children Safe in Education. Record completed checks on OnlineSCR.
- Plan and manage consistent and effective recruitment selection processes. Liaise with senior leaders to ensure the school is fully staffed.
- Co-ordinate HR Assistant to respond to applicant queries and administer references.
- Arrange shortlisting, interview and selection panels and participate as required ensuring that at least one panel member has undertaken Safer Recruitment training within the last three years
- Ensure that all paperwork such as letters and contracts are produced accurately by the HR Administrator
- Provide accurate information to Payroll
- Advising managers on reasonable adjustments and supporting with Occupational Health referrals
- Carry out salary benchmarking reviews and provide advice to the Principal and Business Manager

continued...

Probation

- Manage the HR Assistant in the timely production and submission of probation policy forms and reminder messages to line managers. Send confirmation of probation letters.
- Co-ordinate and attend any formal probation-related meetings.

Terms and Conditions

- Ensure that all employment related information is processed, including contracts (including fixed term), employment amendments and leavers in iTrent, and that correct documentation is issued
- Manage all statutory and occupational benefits and related staff enquiries

Leavers

- Ensure leaver information is reported to payroll and leaver processes are followed
- Arrange exit interviews for leavers

Other Workers

- Ensure that processes for the engagement and management of casual staff, supply staff, volunteers and agency workers are completed
- Liaise with SLT regarding staff cover arrangements and staff placements and ensure the school is adequately staffed
- Liaise with agencies regarding agency staff provision and terms of business
- Monitor agency staff hours and authorise timesheets

Absence and Wellbeing

- Oversee the authorisation and recording of all staff absence types, including usage of correct forms and updating iTrent
- Ensure all back to work meetings and records are completed on staff return date
- Carry out informal back to work interviews with employees as required
- Co-ordinate, attend and minute all formal absence management meetings
- Arrange, attend and minute ill health capability meetings
- Ensure referrals to Occupational Health and counselling services are made in a timely and sensitive manner
- Support and suggest wellbeing initiatives and organise all staff wellbeing days
- Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.

Training & Development / Induction

- Take lead of ensuring a timely and accurate annual appraisal process
 - Support managers in implementing an effective CPD programme for all staff ensuring that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively
 - Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, procedures, and safe working
 - Direct the HR Administrator is collating information and storing in line with data retention
 - Source relevant and cost effective training solutions
-

continued...

In addition the postholder is expected to:

- Work towards achieving Big Creative Academy's mission and actively participate in our culture, striving towards outstanding teaching and learning, promoting wellbeing and bringing industry into the classroom
- Travel to and meet with key stakeholders as appropriate to the role
- Undertake continuous professional development including research projects and a bespoke annual plan
- Actively promote equality and anti-racism at all times
- Carry out duties at all times with due regard to Big Creative Academy's policies, including safeguarding, health and safety and data protection and participate in training as required
- To comply with and promote the Academy's safeguarding policies
- Work flexibly and to undertake any other duties that may reasonably allocated by the line manager, which may include working occasional evenings and weekends

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
Level 5 CIPD Qualification	X		A
Training in Safer Recruitment		X	A
Degree qualification in relevant subject area		X	A
Knowledge and Skills			
Good, up to date knowledge of employment law	X		I/A
Understanding of the requirements of the Single Central Register		X	A
Understanding of education policies	X		I/A
An understanding of payroll processes		X	A
Good organisation and planning skills	X		I/A
Excellent ICT skills including Microsoft Office, especially Word and Excel, as well as Microsoft Teams	X		A
Highly accurate with great attention to detail	X		I/A
Ability to multi-task, prioritise and meet deadlines	X		A
Ability to motivate, manage and inspire others	X		I
Ability to deal with difficult and sensitive situations in a diplomatic and professional manner	X		I/A
Good understanding of the data retention practices applicable to HR data		x	I/A
Experience			
A passionate generalist people professional	X		I/A
Demonstrable experience in providing consistent and accurate advice and guidance	X		I/A
Experience of employee relations and staff wellbeing matters	X		I/A
Experience of producing employment contracts and maintaining terms and conditions	X		I/A
Experience of managing recruitment campaigns and employee lifecycle	X		I/A
Experience of managing complex employment relations cases		X	I/A
Previous experience inputting into people strategy		X	A
Commitment			
Committed to the safeguarding of children and equality of opportunity	X		I/A
Committed to own Professional development.	X		I/A
Committed to providing excellent customer service	X		I/A

How to apply

To apply you must complete the application form found on our website and send it to bca-hr@bigcreative.education.

Closing date for application is **1st June 2025**

Interviews will be held on **w/ 16th of June 2025**

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated "outstanding" by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter: @we.are.bce](#)

BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

