

Harris Girls' Academy (PA to Head of Academy) Harris Academy Orpington (HR Officer)

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders**.

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Main Areas of Responsibility

Management of Human Resources

HR Officer

- To take full responsibility for the Single Central Register, maintain it accurately and ensure all safer recruitment guidelines are adhered to.
- To be responsible for ensuring all visitors, third party contractors, supply and self-employed staff have the appropriate level of clearance, and that safeguarding policy and DfE Keeping Children Safe in Education guidance is adhered to at all times.
- Manage the recruitment process: preparing job adverts, advertising at the request of the Principal, preparing interview schedules, interview packs and interview days, ensuring job descriptions and other necessary paperwork are produced at the appropriated times and to a high standard; complete all paperwork and procedures relating to job offers made, ensure references are received and agreed by the Principal.
- Manage the appointments process: including initiating DBS applications, Barred List, medical and reference checks. Complete documentation for contracts and bank details for payroll and HR. In liaison with Harris Federation, issue staff contracts and ensure all contractual paperwork is signed, e.g. reading of policies.
- To administer all recruitment checks for all new staff and ensure no approval is given until all necessary checks are completed.
- To ensure all legal requirements are followed during any recruitment procedures.
- Liaise closely with the DSL to ensure that all staff have received appropriate child protection training and are following agreed policies and procedures (HR and other)
- To accurately maintain and update all staff personnel files in an orderly manner and archive files for leavers.
- To administer and oversee all staff resignations, including conducting exit interviews and providing analysis to the Principal.
- To manage and implement the induction process for all new staff members
- To support SLT in administering staff probationary periods, ensuring that Line managers have completed meetings and forms in a timely manner.
- To support SLT in administering all Performance Line Management procedures: initial targets; mid cycle review, final review. Produce and issue letters regarding reviews; collate and file documentation on behalf of the Principal.
- To engage actively in the Performance Management Review process.
- To maintain an up-to-date register of staff with named medical conditions and needs and ensure that these are known by the relevant staff.
- To carry out bookings and administration relating to staff training and development needs under the direction of the appropriate member of SLT.
- To ensure internal portals (Bromcom and EPM) are kept up to date with staff details.
- To administer staff pension, opt in/out process by liaising with payroll and staff pension providers.
- To undertake stress risk assessments and risk assessments for pregnant employees where required.
- To maintain accurate and up to date staff sickness records and prepare report to Principal as required.

- To schedule all staff, return to work, informal, formal and final absence meetings. To prepare their absence reports for the meetings and work with Occupational Health where required.
- To organise, administer and minute individual staff meetings (disciplinary, absence, etc.) when required, including distributing outcome letters by the Principal.
- To administer staff, benefit application processes.
- To assist the Data Officer to administer the Annual Staff Workforce Census return.
- To produce reports about staff recruitment, resignations, absence and other information for Governor meetings, Harris Federation Internal audits and external inspections.
- To undertake regular Safer Recruitment training.
- To take part in the academy's Continuous Professional Development programme by participating in arrangements for further training and professional development.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Direct staff to the correct source of information regarding pensions, salaries, maternity, grievance, complaints etc.
- Maintain job descriptions and person specifications for all Sixth Form appointments
- Maintain and regularly update staff contact details.
- Ensure there is a calendar of leave for the year and that all requests for leave comply with Sixth Form policies and procedures for support staff

PA to Principal/Head of Academy

- Keep the Principal's diary and be responsible for entering all appointments and assisting the Principal to manage their time efficiently and effectively.
- Providing a daily diary and documentation for meetings and maintain an overview of approaching deadlines.
- Taking all telephone calls for the Principal in the first instance, dealing with queries and passing calls on if absolutely necessary.
- Be responsible for organising meetings and passing on messages between the Principal and staff, students, parents/carers and other external agencies
- Maintain the Principal's paper and electronic filing system.
- Complete such clerical duties, telephone calls and secretarial tasks as may be reasonably expected in the course of the duties of the appointment.
- Prepare or proof-read any documentation required by the Principal.
- To complete any other tasks as may be reasonably directed by the Principal, within the bounds of this job description.

Governance

- To provide a clerking service to the local governing body;
- To liaise with Academy Governors, ensure paperwork for meetings has been circulated and deal with any enquiries;
- To organise Governor's visits to the Academy;
- To minute the Governing body meetings and student disciplinary panels including permanent exclusions;
- To assist with elections of parent and staff governors;
- To deal with any enquiries from Governors in the first instance;

- To collect any correspondence for Governors and forward to Clerk as appropriate;
- To ensure Governors are sent copies of Academy INSIGHT magazine, prospectus and other relevant materials;
- To ensure absolute discretion and confidentiality as appropriate and advise the governing body accordingly.

Other Duties

- To minute meetings accurately as required;
- To complete such clerical duties, telephone calls and secretarial tasks as may be reasonably expected
- To assist, when required, with the process of student admissions, including testing, liaison with the local authority appeals etc.
- To complete any other tasks as may be reasonably directed by the Principalship of the Academy, within the bounds of this job description.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Reporting to: Principal

Liaising with: Academy Leadership Group, PA to the Principal, Premises Manager, staff, parents and other appropriate stakeholders.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge & Training	- Educated to degree level or Equivalent - Knowledge of Microsoft software packages - Knowledge of Health and Safety legislation - Secure Knowledge of Human resources legislation - Basic knowledge of financial procedures - Training and Certification in a broad range of Health and Safety areas - Knowledge of procurement processes - Knowledge of the key principles of staff management	Professional qualification e.g. CIPD or equivalent to NVQ Level 4
Experience	- At least three years' experience working an office environment - Experience of training staff successfully in a range of duties - Experience of working as part of a team	- Experience of working in an inner city school or educational establishment - Experience of managing HR issues
Personal Qualities	- Good verbal and written communication skills in order to communicate with a wide variety of stakeholders - Microsoft Office skills - Excellent organisational skills - Highly numerate - Ability to work on own initiative - Ability to manage budgets - Ability to lead and motivate a multi-disciplinary team in order to deliver high standards - Ability to manage a team of staff - Performance management skills - Project management skills - Ability to work as part of a team - Ability to communicate well both orally and in writing - Ability to work to deadlines - Ability to communicate exceptionally well with parents and carers as well as other stakeholders - Ability to manage own workload and on own initiatives - Ability to develop quality control systems - Ability to develop and maintain good relationships with a wide range of people, from parents, governors , pupils to outside agencies	
Academy Ethos	- Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels - Motivation to work with children and young people - Ability to build & sustain professional standards, relationships & personal boundaries with young people - Emotional maturity & resilience in dealing with challenging behaviours - Ability to contribute towards creating a safe & protective environment - Empathy with the aims and objectives of Harris Federation - Willingness to continue professional development - Commitment to maintaining high standards & expectations.	

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| <ul style="list-style-type: none">• Commitment to contributing to academy life as a whole• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students | |
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We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

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