



## **Personnel Assistant/HR Administrator Application Pack**

Hele's School

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## Application Procedure

Applications should be submitted to Justine Mason, Principal, at Hele's School, Seymour Road, Plympton, Plymouth PL7 4LT or by email [heles.school@plymouth.gov.uk](mailto:heles.school@plymouth.gov.uk) by **9.00am, Friday 12<sup>th</sup> November 2021**. Interviews are scheduled for **Tuesday 16<sup>th</sup> November 2021**. If you have not heard from us by this date you should assume that your application has been unsuccessful. Prospective candidates are welcome to telephone the School for additional clarification if they wish.

## A message from Justine Mason, Principal of Hele's School

I take great pleasure in welcoming you to Hele's School! We are a school with a tradition of academic excellence, high aspirations and a big heart. A school that students and staff are proud to attend. A school where we never compromise our insistence that everyone is valued, learns, enjoys and achieves. Expectations for staff and students are high, but very simple; ***work hard both to do things right and to do the right thing...even when no one is looking!***

Our mission is to support and challenge each individual, adult or child, to be the best they can be. We have a 'no excuses' philosophy based on growth mindset principles, which reinforces our belief that all of us can always improve, and that nothing is impossible. Quite simply, it isn't about being 'the best' at something but being better than we were yesterday or today. It is for this reason that recognising and celebrating endeavour, as well as achievement, is something we hold dear. We work hard at providing an inclusive, calm, and purposeful learning environment, and aim to ensure all students have opportunities to enrich their learning, to discover new skills and interests, and to master others through providing a breadth of curricular and extra-curricular opportunities to excite and engage young people, wherever their interests or aspirations may lie.

I am extremely proud to lead a dedicated and enthusiastic team of staff who are passionate about working with young people and are committed to ensuring that those entrusted in our care get the best life chances possible. Everything we do is shaped by our determination to ensure that each and every child has a positive and memorable experience of school; that they thrive, flourish and, crucially, are happy. We focus on opportunities to develop teaching and learning at every turn and, importantly, teachers at Hele's have a resolve to be the best they can be in the classroom; our core purpose being to remove barriers to learning so that young people can be inspired, can aspire and can achieve. In return we expect a buy in to our belief that we all have an active role to play in making our school a great place to be, which manifests itself in every child displaying the highest standards of commitment to learning, pride and care.

These are exciting times for our school. Being part of the Westcountry Schools Trust (WeST) - a family of forward-thinking, cross-phase schools within a Multi Academy Trust comprising 22 schools spanning Devon, Plymouth and Cornwall, 7 of which are Secondary Schools – our students and workforce benefit from being part of an active learning network. The capacity for shared school improvement, leadership development and collaboration is limitless. The WeST aspiration of '*Every child in a great school*' sits well with the Hele's vision (and vice-versa) and the strap line '*Stronger together*' articulates our shared ambition to ensure that this aspiration becomes a reality.

There remains a strong commitment, professionalism and moral imperative amongst the Hele's staff and Local Governing Body to ensure we provide the young people in our care with an educational and pastoral support experience that is first class in every aspect. We have a burning ambition and determination to put Hele's firmly on the map locally, regionally and nationally and to be recognised as an outward-facing, aspirational and collegiate centre of excellence, which continues to be hungry for continuous improvement.

We would be delighted if you choose to share our journey towards and beyond excellence with us. With your support, we will build on the successes of Hele's School to date and continue with our quest to not just meet, but to exceed, our aspiration to be a school that is beyond outstanding in every measure. Please do take the time to explore our website to find out more about us, and don't hesitate to contact us should you require any further information about our school. Better still, come and see us for yourself! We delight in showing people our school and rest assured that a very warm welcome awaits you. Visitors always comment on the purposeful, caring and happy ethos of the school, so what better way for you to find out more about our vision and values than to come and experience them first-hand?

We look forward to working with you in partnership in the future, and to welcoming you to Hele's School.

**A great place to learn. A great place to grow.**

**TITLE:** Personnel Assistant/HR Administrator  
**HOURS:** 37 hours per week / 41 weeks per year  
**GRADE:** NJC SCALE D (scp 8 - 14)  
**RESPONSIBLE TO:** Operations Manager, Principal

### **Job Purpose**

Manage HR Administration/and all Personnel processes to ensure Trust HR policies are followed and the school complies with current legislation.

### **Key Areas of Responsibility**

- Manages a full range of contractual administrative and payroll/pension-related tasks at Hele's School.
- Provide first line local responses to routine HR queries.
- Manage Recruitment process.
- Maintenance of confidential personnel records and data.

### **Human Resources**

- Manage the recruitment process, from submission of Right to Recruit forms through to issuing contracts. Working under pressure to deadlines to advertise roles, set up the interview process Providing candidate information to the panel for shortlisting, inviting applicants to interview, pre-employment reference checks, producing a programme and schedule for Interview days and all follow up actions once recruited. Ensure all new staff receive induction information and forms and any process related to staff resignation/ exit processes.
- Complete pre-employment checks for new starters (references, qualification certificates, Section 128, teacher record checks, pre-employment Health assessment etc), record DBS and Right to Work in the UK checks and maintain up to date records.
- Work in conjunction with WeST HR to ensure compliance with relevant updates to employment law and disseminate guidance to staff.
- Manage the Safeguarding Single Central record and keep it up to date.
- Ensure existing staff checks are renewed in line with school policy
- Record and monitor statutory safeguarding training for all staff and liaise with Safeguarding Lead to arrange refresher training sessions when they are due. Collation and recording of annual safeguarding update documents (KCSIE and Code of conduct etc...)
- Keep current letters of assurance up to date from visitors and external agencies
- Inform Operations Manager when probation meetings are due with support staff.
- Maintain maternity leave records, ensure payroll receive correct documentation and inform Operations Manager (support staff) / Deputy Principal (teaching staff) to conduct risk assessment meeting as early as possible during pregnancy. Record for personnel files.
- To undertake the efficient and accurate preparation, input and maintenance of information and data to include statutory and pay updates into the personnel systems operated by the School in

accordance with agreed procedures and regulations( SIMS Personnel 7) . Complete and submit the annual work force census

- Maintain confidential staff records, salary assessments and advise Principal when needed.
- To appropriately refer employees to Occupational Health and share confidential reports with line managers.
- Manage process for staff requesting annual leave, holiday and TOIL. Recording daily staff absences in SIMS, issuing and monitoring Return to work forms and entering sickness absence into the I-Trent system .
- Monitor staff sickness and notify Operations Manager (support staff) / Deputy Principal (teaching staff) when triggers are met, to hold attendance review meetings.
- To undertake pension administration for both TPS and LGPS.
- Attend meetings upon the request of SLT to take notes where required for HR files.
- Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts.
- Undertake administrative duties in connection with West staff benefit promotion schemes (eg. cyclescheme), processing and monitoring applications and informing payroll of required reductions from pay.
- Being the point of contact to provide help and advice to staff regarding enquiries related to pay and conditions on a daily basis
- Provide HR reports as requested by SLT, Auditors and Governors etc. Keeping all staff lists and information up to date
- Supply confirmation of pay details to third parties i.e. Jury Service, Mortgage references, benefit claims etc.
- Advise Principal of staff eligible for pay progression and make the necessary payroll changes when authorised to do so. Preparation and issue Annual Pay statements to Teaching Staff
- Prepare and submit monthly contractual changes to payroll provider and check gross comparison salary data to ensure changes are accurate.

#### **Other Duties**

- Provide advice and training to staff on relevant procedures in relation to BlueSky and carry out all administration including setting up new users, running reports, assisting with queries etc.
- To promptly deal with relevant correspondence and maintain an efficient system for all data.
- Attend WeST meeting forums to keep updated on HR/personnel matters and current legislation.
- Participate in any School staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Keep a list of current updated policies related to HR to be able to signpost managers to
- Pursue the achievement and integration of equal opportunities throughout all School activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Operations Manager and Principal.

These duties and responsibilities may be altered from time to time after consultation with the Principal and the relevant line management in order to meet the changing needs of the school and the interests of the member of staff.

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	or Essential Desirable	Application Form	(or Interview other selection activity)
<b>Qualifications:</b>			
Associate membership of CIPD (level 3 or 5) or working towards/ willingness to do so and/or equivalent demonstrable experience/evidence	E	X	
Level of education equivalent to 5 passes at GCSE (levels 9 to 4)/NVQ 2 or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E	X	
<b>Experience:</b>			
Providing advice and guidance to managers and/or customers	E	X	X
Working in a customer facing role	E	X	X
Working in HR/payroll/pensions administration	E	X	X
Familiarity with HR systems or other management reporting systems	E	X	X
Working in a large and diverse organisation	D	X	X
<b>Knowledge, Skills and Abilities:</b>			
Working on own initiative and making judgements within the defined boundaries of the role	E	X	X
Knowledge of a range of HR administration, payroll and/or pensions practices and procedures acquired through relevant training and/or experience	E	X	X
Excellent standard of verbal communication, able to convey advice clearly and concisely	E	X	X
Excellent interpersonal skills with the ability to develop successful working relationships	E	X	X
Good standard of written communication, able to write fluently and concisely with attention to detail e.g. letters, reports, policies	E	X	X
Excellent IT skills and good working knowledge of MS computer packages e.g. able to set up and maintain spreadsheets and interrogate information for use in management reports	E	X	X
A team-based approach to work	E	X	X
Knowledge of current employment law pertinent to areas of work	E	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Strong customer-oriented, solutions focussed approach	E	X	X
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	X	X
<b>Further Requirements:</b>			
Commitment to Equality and Diversity including awareness of relevant legislation	E		X

Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Due to the nature of the role, the ability and willingness to work at and travel to different Trust campuses from time to time is essential.	E		X
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X