



BRIGSHAW
LEARNING PARTNERSHIP

Trust HR Administrator

Applicant Brief: July 2024

Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of HR Administrator. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. Between 80% and 90% of children join our high school from one of our Trust primary schools each year. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high-quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all pupils.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high-quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that pupils, staff and our schools themselves must strive for continual improvement, each and every day. Our people are our greatest resource and we will only be able to deliver on our mission by attracting, developing and retaining the very best.

Our work is underpinned by our core values of **Integrity, Resilience and Equality**. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day.

We aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please complete the online application form that can be found on the Brigshaw Learning Partnership website www.brigshawlearningpartnership.com/job-vacancies

Further information can be found on our Trust website www.brigshawlearningpartnership.com. Should you require any further information or to book a visit, please give us a call and we'd be happy to arrange this.

I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for an interview.

The closing date for applications is **Sunday, 14 July 2024 at 23:59** and the interview date will be confirmed.

Mr Aidan Sadgrove
CEO



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity.

In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio-economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio-economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary pupils attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an ‘exciting’ future, but in the case of the BLP it has never been clearer.



Job Description

Post title	Trust HR Administrator
Salary	B3 (£24,294 - £25,979 full time equivalent)
Accountable to	Trust HR Manager
Hours of work	37 hours per week Term Time Only + 10 additional days
Location	Brigshaw High School

Purpose:

To provide an efficient HR administrative service to the Trust HR function to support our staff and stakeholders at all points of the employee lifecycle, ensuring key HR processes and procedures are accurately administered. The successful candidate will already have a good understanding of systems and processes to support efficient HR administration, with an ability to manage a busy workload and attention to detail. To be first point of contact for all HR related issues, providing advice and guidance in line with HR policies and procedures, and where necessary, referring complex queries to the Trust HR Manager or Trust HR Advisor.

Duties and Responsibilities:

General

- Produce employee applicant briefs and advertise posts.
- Ensure that all relevant documentation is prepared in readiness for recruitment and selection. This includes using template documentation (e.g., for assessments, adverts, letters and emails) ensuring jobs have been evaluated and are advertised correctly. Supporting recruiting managers to follow procedures, ensuring candidates have a positive experience of recruitment and also ensuring legal requirements are met.
- Prepare packs for shortlisting and co-ordinate assessment days, ensuring rooms and refreshments are booked and panels are arranged and prepared. Be involved in timing assessments, supporting candidates throughout the day, supporting panels, ensuring all involved in recruitment and selection experience a professional, supportive, friendly service.
- Facilitate recruitment processes and procedures to ensure recruitment and selection is managed effectively and professionally, in line with the Trust's policies and procedures.
- Oversee recruitment safeguarding requirements pre, post and during recruitment and selection processes (i.e., reference requests, identity checks, online checks and visitor regulations are adhered to, briefing candidates on recruitment procedures and briefing the panel to ensure safeguarding arrangements are met).
- Manage post interview procedures and undertake relevant checks on interview candidates in respect of qualifications, any restrictions on employment and criminal backgrounds (DBS) and pre-employment health



screening (e.g., medical clearances through Occupational Health Services). Provide new starters with access to the onboarding platform and arranging inductions, overseeing the induction process, ensuring new staff are supported and welcomed to the Trust and that managers complete the induction checklist with their new starters.

- Issue appropriate contracts of employment and variation letters in accordance with the relevant terms and conditions, escalating areas of concern and investigating discrepancies, and ensuring contracts are checked, signed, sent out to candidates and that signed copies are returned.
- Process terminations in a timely manner notifying relevant departments of the leaver, ensuring exit interviews are undertaken and feedback is captured and shared as appropriate.
- Manage and operate MIS systems in line with Arbor and iTrent requirements.
- Provide accurate monthly reports within agreed timescales.
- Record and monitor sickness absence ensuring that the Headteacher and the HR team remain updated and informed, in accordance with the BLP Staff Sickness Absence Policy and Procedure.
- Arrange and coordinate HR meetings.
- Take and transcribe minutes at HR meetings.
- Ensure up to date personal files are accurately maintained electronically.
- Provide relevant contractual information as and when requested to third parties when authorised by our employees for the purpose of mortgage applications, property lettings, HMRC, references etc.
- Responsible for annual HR activities, including issuing salary statements, annual DBS declarations and co-ordinating annual policy signing processes by all staff.
- Maintain the staff training log.
- Ensure staff, visitors, third parties, volunteers, Governors, Members and Trustees are appropriately cleared and their details are accurately retained on the single central register, supporting the review of the register as per Trust requirements.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Qualifications and Training	Essential Attributes	Desirable Attributes	*MOA
5 GCSE's or equivalent including English and Maths, grade C or above	✓		A
CIPD Level 3 or equivalent experience and willingness to work towards		✓	A, I
HR administrative experience within a busy office environment	✓		A, I, R
Experience of working in the education sector and knowledge of associated statutory requirements		✓	A
Administrative experience, demonstrating a good working knowledge of computer software packages including Microsoft Word, Outlook and proficiently use excel to record, extract data and produce accurate reports for a range of audiences	✓		A, I
Experience of minuting meetings		✓	A, T
Knowledge of Arbor MIS and HR Systems Software and/or the willingness to undertake training		✓	A, I
Exceptional standard of written and oral communication at all levels including handling a range of enquiries sensitively, diplomatically, confidentially and assertively.	✓		I, R



Skills and Experience	Essential Attributes	Desirable Attributes	*MOA
<p>Working with People</p> <p>Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; listens, consults with others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.</p>	✓		I
<p>Planning & Organising</p> <p>Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestone.</p>	✓		
<p>Delivering Results & Meeting Customer Expectations</p> <p>Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.</p>	✓		
<p>Coping with Pressure & Setbacks</p> <p>Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it.</p>	✓		
<p>Following Instructions and Procedures</p> <p>Appropriately follows instructions from others; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.</p>	✓		



Child Protection	Essential Attributes	Desirable Attributes	*MOA
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
Enhanced DBS disclosure (to be completed by preferred candidate following interview)	✓		
Willingness to undertake Child Protection training when required	✓		

Equality & Safeguarding <i>Candidates should indicate an acceptance of, and a commitment to:</i>	Essential Attributes	Desirable Attributes	*MOA
The principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community.	✓		I
Safeguarding and promoting the welfare of children and young people	✓		

***Method of Assessment (MOA):**

A = Application Form T = Test I = Interview R = References C = Certificate

Any Special Conditions of Service:

- Term time working
- There may be a need to occasionally work outside of school hours and off school premises, as required by the school

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL BRIGSHAW LEARNING PARTNERSHIP POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.



Requirements of the Asylum and Immigration Act 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed, the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as it has been photocopied.



Application Process and Safeguarding Requirements

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post, please complete the online application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g., gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p>	<p>Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <hr/> <p style="text-align: center;">Induction and Continuous Professional Development</p> <hr/> <p>The Headteacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the appropriate Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.</p>



Pre-employment checks	School Policies
<p>References</p> <p>If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at this school is subject to an enhanced check with children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p>	<p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistle Blowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The Headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p>



Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at the interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.



The Brigshaw Learning Partnership Schools Map

- Kippax Ash Tree Primary School
- Kippax North Primary School
- Kippax Greenfield Primary School
- Allerton Bywater Primary School
- Swillington Primary School
- Methley Primary School
- Brigshaw High School

