



TRUE LEARNING  
PARTNERSHIP

# HR and Recruitment Administrator

## Salary information

CE Grade 5 role: 25 hours per week worked over 40 weeks per year (full time and/or full year would be considered if preferred). Flexible Hours and hybrid working are supported.

Actual salary range for 25 hours/40 weeks - £14,526 - £15,534

**Closing date for applications: Monday 15<sup>th</sup> April 2024 at 10am**



**Dear applicant,**

Thank you for your interest in the post of Trust HR and Recruitment Administrator for TRUE Learning Partnership (TLP). This is an exciting time to join our Trust, as the successful applicant will be part of our growing corporate team supporting the schools which make up our Trust.

TRUE Learning is a cross phase Multi Academy Trust established in December 2018 and is currently comprised of five Trust schools in Cheshire and Derbyshire

As our HR and Recruitment Administrator you will provide comprehensive and confidential administration of recruitment and HR processes for our schools and central team. This is an opportunity to join a growing HR team, so there is opportunity for you make your mark and use your organisational and administrative skills to develop our end to end safer recruitment process. At the start of our process, you will assist with job descriptions, place adverts, manage responses and co-ordinate interviews. Once we appoint new staff for our schools you will support with our onboarding and induction processes.

As a key member of the HR team you will manage our email inboxes and be first line response for HR and recruitment queries. You will maintain our staff and training records, ensure DBS records and all new starter checks are completed and that the single central record is efficiently maintained. In this role you will have opportunity to develop new skills and be involved in HR projects and implementations.

We offer a hybrid work pattern, working from our schools, the Trust central office currently based in Cheadle Royal with opportunity to occasionally work from home as required.

Your application should be made via My New Term. The supporting statement should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post.

We very much look forward to receiving your application to join our team.

A handwritten signature in blue ink, appearing to read 'A Ferneyhough', with a stylized initial 'A'.

Alison Ferneyhough  
Director of HR

## Job Description & Person Specification

**Role:** HR and Recruitment Administrator

**Salary:** Cheshire East Grade 5 (£24,294 to £25,979 FTE) - Actual salary range £14,526 - £15,534

**Contract:** Permanent, 25 hours per week (full time and/or full year would be considered if preferred)  
40 working weeks including 5 days to be worked during the school summer holiday period

**Interviews:** April 24 for a start date as soon as possible

To support the Trust HR team in delivering a comprehensive HR service to the Trust schools. This includes supporting the administration of the recruitment and payroll processes.

NO	MAIN RESPONSIBILITIES
1	To provide administrative support, as directed by the HR Team, including the provision of the development and maintenance of staff records (manual and computerised), induction of new support staff and the review of job descriptions to ensure that all HR activities are dealt with efficiently and effectively.
2	Identify suitable advertising channels for recruitment, place external adverts, and manage responses that come through to the recruitment inbox. Coordinate and schedule interviews with candidates, line managers, and any other relevant parties. Assist with the preparation of job descriptions, job adverts, and other recruitment-related materials.
3	Creation of employment contracts for new starters and any relevant changes, confirming resignations in writing along with any other ad-hoc letter as and when required.
4	Organise DBS and pre-employment health checks for employees across the schools.
5	Support the HR Team with monthly payroll and pension administration
6	Undertake project-based work, both ad hoc and on-going projects to develop and support the HR Team.
7	Research specific topics and provide information in a concise and relevant format for the Senior Leadership Team, in order to inform planning and decision making within the corporate Team.
8	Maintain the single central record for the Trust team and Trustees.
9	Manage the HR email inbox and respond to queries as directed.
10	Processing and administration changes on employee benefit platforms
11	Maintain training records for staff within the Trust team including online and in person training. Prepare reports as required to show completion of mandatory safeguarding training.

## **Core responsibilities for all employees**

### **1. Health & Safety**

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

### **2. Equality & Diversity**

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

### **3. Data Protection**

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

### **4. Safeguarding & Child Protection**

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

**Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.**



## Role Requirements

	Essential	Desirable
<b>Qualifications</b>		
To have 5 GCSEs (or equivalent) A-C including Maths and English	✓	
To have a minimum of 2 years' experience in an administrative function	✓	
To have a CIPD or equivalent HR qualification		✓
<b>Experience</b>		
To have experience working in HR/Recruitment role		✓
To have recent experience in public or private sector administration using computerised management information systems		✓
To have experience working with Microsoft Office applications	✓	
To demonstrate excellent verbal, organisational and written communication skills.	✓	
To have a critical attention to detail	✓	
To be committed to the importance of confidentiality and the requirements of GDPR.	✓	
To have worked with Access or other educational financial software and systems.		✓
<b>Skills</b>		
To demonstrate excellent interpersonal skills with ability to maintain strict confidentiality.	✓	
To show initiative and ability to prioritise one's own work and that of others to meet competing deadlines.	✓	
To display resilience and the ability to manage in high pressured environments.	✓	
To be able to follow direction and work in collaboration with team	✓	
To be able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.	✓	
<b>Other attributes</b>		
To be self-motivated and passionate about the delivery of quality service.	✓	
To demonstrate commitment to the highest standards of child protection.	✓	
To recognise the importance of personal responsibility for health and safety.	✓	
To believe in equality and celebrate diversity. To be committed to inclusion and the right for all to fulfil their potential.	✓	
To be willing to embrace change.	✓	
To show a commitment to upholding the Trust's vision and values.	✓	
To demonstrate professional and personal integrity.	✓	

## Mobility

This post will require regular travel to our schools and the Trust central offices currently in Cheadle Royal. Therefore, the post holder will need to have a valid driving licence and access to a vehicle that can be used for work purposes.

## Key information regarding the application process

### Further details

For further details, please contact the HR team via [recruitment@truelearning.org.uk](mailto:recruitment@truelearning.org.uk)

### To apply

Applicants are requested to submit a completed application form via My New Term.

### Closing date

Closing date for applications: Monday 15<sup>th</sup> April at 10am

*The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.*

*The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance including an online check. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.*

### Trust vision and ethos

TRUE Learning Partnership's vision, as a community-based Trust, is that all its students will benefit from an outstandingly rich and broad education within its ethos and values.

#### Vision

A community focussed, values based, learning organisation that meets the needs of all its stakeholders so that all will achieve.

#### Values

Serve our communities with 'An unswerving commitment to ensure every young person achieves their potential, whatever their circumstances'.

Every child, every chance



## **Information regarding the constitution of the Trust Board**

The constitution of the Trust Board is set out in the Articles of Association. Trustees are appointed / elected or co-opted for a period of four years. The Chair of Trustees is elected every four years. Trustees appoint the Chief Executive Officer to assure the strategic intentions of the Multi Academy Trust.

The Chief Executive is also a trustee director of the Multi Academy Trust. As per the scheme of delegation, the CEO and Trustees work in partnership with the local governing bodies to appoint Headteacher's to take responsibility for the day-to-day management of the individual schools.

The regular meeting of Trust management and local Headteachers will be facilitated through the Trust Executive Strategic Group to help facilitate the sharing information and expertise, to aid efficient working and to help provide creative solutions to the many challenges in the current educational landscape.

## **Why work for the Trust?**

TRUE Learning is a community based, values focused, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focused, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

We offer highly competitive salaries, pension scheme membership, free on-site parking and regular social events. All staff are able to access discounted gym memberships and other negotiated benefits across the Trust.

The Trust provides an Employee Assistance Programme through Health Assured which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. The CPD@TTLP programme enables all of our staff to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all staff are able to develop and achieve their own personal goals.

Staff wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our staff enables them to support all of our students. We are very pleased that our commitment to staff wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where staff feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support staff across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.

## Information about our academy schools



### Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

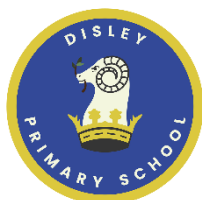
This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - staff and student. (Matthew Dean, Head Teacher)



### Lostock Hall Primary School

We are a growing (205 students) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



### Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do. (Jake Nicklin, Headteacher)



### **Glossopdale School**

Our School is a warm and caring community for all of our 1244 students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose-built school which opened in September 2018. This has benefitted staff and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



### **Hague Bar Primary School**

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled staff foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential. (Karen McCurdy, Head of School)

# TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools is located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

## Trust Safeguarding Statement

TRUE Learning (TL) recognises the important role that our schools and their staff have in the wider safeguarding system for children. **ALL** staff have a responsibility to provide a safe environment in which children can learn. TTLP fully adopts statutory guidance “Keeping Children Safe in Education” (September 2023).

## Keeping Children Safe 2023

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

TTLP’s Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [Cholyland@truelearning.org.uk](mailto:Cholyland@truelearning.org.uk)

TTLP’s Trust Board safeguarding representative is Lucy Monk. If you wish to contact her, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail relates to a safeguarding issue.

Our schools’ Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



TRUE LEARNING  
P A R T N E R S H I P