**Rye Co**

**llege**

**and**

**Community Primary**

**, Part of**

**Aquinas**

[**www.aquinastrust.or**](http://www.aquinastrust.org/)**g**



**Application Pack**

**HR Officer**

**For As Soon As Possible**

# HR Officer

We are seeking to appoint an enthusiastic, energetic and adaptable HR Officer to join our highly motivated team at an exciting time in our development.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

* Have experience or interest in working in an educational setting or in a previous HR position;
* Can multi-task under pressure and juggle many tasks at once;
* Have excellent organisational skills with the ability to effectively prioritise workload;
* Have excellent face to face customer service skills or experience;
* Pay attention to detail, pick up on oversights and rectify problems before they arise;
* Act with discretion, handling extremely confidential information;
* Demonstrate a willingness to become involved in the life of the organisation;
* Possess a basic understanding of employment law and the employee relations process;
* Have integrity, optimism and a good sense of humour;
* Have good communication skills with the ability to work as part of a team;
* Possess effective communication skills and be emotionally intelligent;
* Be dedicated and flexible, with commitment to continual improvement;
* Have an understanding of the General Data Protection Regulation (GDPR) and how it pertains to organisations;
* Hold a CIPD Level 3 qualification or be interested in pursuing one;
* Possess effective ICT skills and be open to new uses of technology in the workplace.

In return, we offer:

* A workplace that is future focused with potential for professional growth as we improve;
* A skilled and experienced team of professionals;
* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A motivated leadership team leading rapid improvement to the students’ life chances.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

## The Application Process and Timetable

### Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

* Closing date for applications: **Midday, 3rd June 2022**

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

* Interviews: **To be Confirmed**

### Appointment

All candidates will be contacted following interview.

* Appointment to ideally commence on or before **1st July 2022 (flexible for the right candidate)**

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to mrobins@ryecollege.co.uk. Alternatively, submit your application to **HR Department, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form is required.

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College and Community Primary School is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

April 2022

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position within our central team providing service to both Rye College and Rye Community Primary School. I hope you find the application pack both helpful and informative.

Our schools in Rye have been on an exciting transformational journey to improve the standard of education – and as a result enjoy a very positive reputation in the community. However, like all schools, we have been challenged by the recent pandemic to ensure the impact is minimised for the most disadvantaged. This, alongside, the government’s desire to ‘level-up’, makes the Rye Academies an exciting place to work – ideal for talented individuals to truly make a difference.

Now, both our schools are focused on developing curricula that deliver our respective missions to “create bright futures for all” and “dream, believe, achieve”. Whilst it is crucial all children access important academic knowledge needed to live a rich and fulfilling life, they also need to leave school with a sense of their own humanity – the ability to respect, empathise and be caring and compassionate individuals.

Since November 2018, Rye College and Rye Community Primary School have been part of Aquinas - an educational trust of eleven schools in the south-east; we believe our students benefit enormously from our expertise and shared ambition to excel.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible! We value honesty.

I look forward receiving your completed application.

With thanks,



Barry Blakelock

Executive Headteacher

## Job Description

**JOB TITLE:** HR Officer

**GRADE:** R8 Point 20 - 22

**HOURS:** Full Time, 37 hours per week, 42 weeks per year (term time plus 3 weeks)

**PRO RATA SALARY:** Pro Rata Salary Range: £22,205.56 p.a. - £23,983.04 p.a.

(Full Time Range: £24,011 p.a. - £25,933 p.a.)

**RESPONSIBLE TO:** Executive Headteacher/School Business Manager

### Main purpose of the job

To directly assist and support the Executive Headteacher and Headteachers with the HR function, providing administrative support with specific responsibility for maintaining the staff database, recruitment administration, payroll administration, and day to day operational matters.

### Specific duties and responsibilities

#### HR Administration and Employee Relations

* Attend all employee related meetings such as grievance, disciplinary, appraisal and capability etc. and take accurate notes.
* In line with the trusts absence policy, monitor staff attendance and hold meetings where necessary.
* Administrative responsibility for the Workforce Census.
* Provide general HR administration including recording sickness, absence, holidays, special leave etc.
* Maintain HR database and staff records, including the Single Central Register.
* Be the first line of enquiry for employees, specifically regarding policy queries.
* Provide well-being support to staff and ensure that concerns or problems are addressed and reviewed.
* Work with the Communications Officer on GDPR application throughout our schools;
* Liaise with the HR Director on complex queries and project-based work, provide support to senior managers and organising meetings as necessary.
* Provide accurate data for preparation of reports as required, including absence, vacancies, performance management, safeguarding etc.
* Ensure that induction procedures are in place for new staff.
* Attend union meetings with the Headteachers and representatives and produce notes and actions.
* Create requisitions and generate purchase orders for the HR department.
* Notify IT department of all staff changes, including leavers and joiners.
* Ensure staff job descriptions are updated annually as part of Performance Management procedures.
* Update appropriate records of staff changes, e.g. promotion, change of address etc.
* Keep fire evacuation list up to date with staff changes.
* Maintain staff files including archiving files in line with Trust Policy, and in accordance with all applicable legislation and best practice.

#### Recruitment

* Work with the Heads, place advertisements in local and national press as appropriate.
* Be responsible for recruitment processes including reference checks, interview arrangements, etc, ensuring safeguarding procedures are adhered to and all checks undertaken, e.g. DBS, DfE, qualifications etc.
* Be responsible for the accuracy and maintenance of the Single Central Register.

#### Payroll

* Ensure that payroll information is submitted in a timely manner to Aquinas payroll, including new starters, leavers, changes to contract, salary, overtime returns etc.
* Be first line of enquiry regarding payroll queries.

#### General

* Maintain a high level of discretion and confidentiality.
* Assist in the induction and supervision of any temporary staff.
* Work closely with the HR Director to provide a high level of service to the schools and other agencies.
* Provide friendly, helpful and proactive support.
* Ensure all queries are turned around or passed on to the appropriate individual swiftly and effectively.
* Maintain good time management and be able to prioritise tasks.
* Possess good communications skills.
* Possess a friendly and helpful demeanour.
* Have a desire to pursue an ongoing career in Human Resources.

#### Resources

* Create and maintain a working area that is a pleasant, tidy and well-organised working environment.
* Ensure that equipment and other resources are properly cared for.
* Take care of equipment and furniture with any damage or defects to fabric or equipment are reported as appropriate.

#### Other

* Show the ability to get things done correctly and on time.
* Enjoy the presence of young people.
* Impress those around you with a sense of purpose and commitment to the school and team.
* Show a knowledge of health and safety in the workplace.
* Possess a knowledge of equal opportunities.
* Demonstrate a sense of humour.

#### Special Conditions

* Be well-presented and of smart professional appearance.
* Be responsive to various changing and often conflicting demands.
* Demonstrate diplomacy, tact and discretion.
* Show willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
* Respect the confidentiality of information handled, and observe the principles of the Data Protection Act.
* Be willing to undertake future relevant training.

### Skills and Knowledge

* Ability to apply general employment law principles and interpret HR policies in a legally compliant way.
* Associate CIPD level membership or equivalent qualification in Human Resources would be desirable.
* Training in and knowledge of safer recruitment in education would be desirable.

(The successful candidate would be expected to undergo training if not.)

### Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

### Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

### HR Officer

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| --- | --- |
|  |  |
| Experience | * Demonstrable experience of continuously improving personal skills, knowledge and experience to support personal and career development.
* A meticulous and contentious approach, with excellent attention to detail, particularly with regards to maintaining effective audit trails and tracking/chasing missing data.
* An ability to work collaboratively within team, and on own initiative, with the enthusiasm to continually improve and develop our service delivery and working practices.
* Excellent interpersonal, verbal and written communication and customer service skills, presenting a professional image to our customers always.
* A good understanding and knowledge of the principles of employment law and best practice and its application in the workplace
* Significant experience in a generalist HR role with exposure across all areas of HR administration, HR Operations, and Recruitment services
* Experience of running and tracking high volume recruitment campaigns to time.
* Experience of managing a wide variety of activities, multi-tasking and delivering to tight deadlines.
* Experience of providing effective advice and guidance on policies and procedures, to staff at all levels.
* Experience of developing employment policies and procedures, and delivering any associated training.
* Technically competent and experienced in using Microsoft Office software, with the ability to create, develop and write effective correspondence, reports, presentations, and maintain spreadsheets, with the ability to interpret data and identify opportunities for improvements, etc.
* Experience of using a HR database,
* Adept at using IT packages.
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| Education & Qualifications | * Educated to the Level 3 CIPD Qualification or equivalent experience. Evidence of continuous professional development.
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| General | * Able to work flexibly and cope with the ambiguity of an organisation going through development.
* Self-motivated, pro-active approach, with the ability to influence others and work effectively as a member of the team.
* Present a professional image and approach, acting as an ambassador for the schools at all times.
* Self-confident, self-aware and a personal drive and resilience to achieve results and to continuously improve the delivery of the service, challenging behaviours and/or decisions where necessary.
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### Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment  | **X**  |
| Working with children/vulnerable adults  | **X** |
| Moving & handling operations  |  |
| Occupational Driving  |  |
| Lone Working  |  |
| Working at height  |  |
| Shift / night work  |  |
| Working with hazardous substances  |  |
| Using power tools  |  |
| Exposure to noise and /or vibration  |  |
| Food handling  |  |
| Exposure to blood /body fluids  |  |

# Benefits of Working with Aquinas

**Treating you as a professional...**

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.


## Training you throughout your career

**Aquinas offers all associate colleagues regular appraisal and training specific to your role.** We are committed to developing the skills and experience of all colleagues in all our schools. Alongside continuing professional learning, we offer associates numerous opportunities to attend courses that have been uniquely crafted to re-enforce our distinctive ethos and support them in their roles across the trust.

## Keeping you fit and healthy…

**Working with us gives you discounted membership with Freedom Leisure Centres.** Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

**Helping you stay relaxed...**

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including…

* Free entry to 280 [English Heritage](https://www.cssc.co.uk/national-offers/english-heritage-free-entry/) sites for you and your family;

* Cinema tickets from £5 including all top chains;
* Reduced price days out, trips and theme parks;
* [Subsidised](https://www.cssc.co.uk/subsidies/) sports training and entry into select events;
* Special offers on new and used vehicles;
* Discounts in high street shops, on holidays, eating out and more.

Looking after your well-being…

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our ‘Employee Assistance Programme’ is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

**Supporting you with childcare...**

**Based at Rye Community Primary School, Pugwash Nursery provides affordable high-quality childcare for the under-fives** – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time nursery between 8am and 5pm. Pugwash Nursery: “Where the journey begins…”