



THE HOWARD
Academy Trust

Candidate Briefing Pack

HR Officer





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



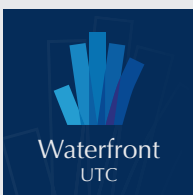
Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
468 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
250 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Job Description

Post:	HR Officer
Location:	Trust Central Team
Function/Department:	HR
Grade/Salary:	NJC C2 points 12 - 16 £24,496 - £26,357
Responsible to:	Head of HR

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a HR Officer as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Head of HR. The post-holder is required to fully support the vision, ethos, and policies of the Academy Trust. To support the Trust Central Team and its academies by providing outstanding HR services and supporting the Head of HR with all areas of HR including Recruitment, Operations and on occasion some first stage advisory matters

THAT Vision & Values

The THAT Vision statement is "working together to create a community of successful learners"
As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders.
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities

Recruitment

- Support and guide HR Apprentice with Recruitment
- To undertake the administrative duties associated with recruitment, including the creation of recruitment adverts and job candidate packs, and ensuring salary and terms offered are correct, and advertising accordingly.
- Formatting job descriptions and person specifications and maintaining a bank of evaluated Trust job descriptions.

- Liaising with schools about role requirements when an advert is required.
- Placing adverts on approved websites
- Reviewing advert platforms to ensure the best possible reach.
- Provide recruitment data as required.

Operations (HR, Payroll and Pensions)

- Be a 'one stop' point of contact for Headteachers and employees providing information on HR, payroll and low-level pension matters, signposting to more appropriate contacts where required
- To create and distribute offer of employment letters, contracts of employment, variation to contract and leaver letters
- Support HR Apprentice with requesting and review references as a high priority
- Ensure all Safer Recruitment formalities are completed in a timely manner
- Manage staff onboarding process.
- Process all personal staff changes on Access HR
- Managing the HR inbox daily ensuring a timely response to all queries
- Maintain the HR MIS (Access HR) ensuring accurate information is recorded and updated for all staff.
- Processing Maternity, Maternity Support and Shared Parental leave applications, and providing timely advice to employees and Headteachers where required, under the direction of the Senior HR Officer and Head of HR
- Support HR Apprentice with processing staff overtime and mileage claims in accordance with the Trust payroll deadlines
- Support the Head of HR with some elements of the in-house payroll
- Responding to payroll and pension queries - signposting to appropriate external bodies where required
- Undertake administration of DBS checks for staff and assisting with the upkeep of Single Central Registers across the Trust - SCR Tracker
- Ensure all Right to Work compliance checks have been completed prior to commencement of employment
- Ensure all Academies are notified of the new starter and preparations are made for their arrival and ensure the new starter is prepared and notified
- Collate and collect Performance Management returns and support the administration of salary progression process for Teachers, Support and Leadership as advised by Line Managers and or Headteachers
- Supporting the production of standard management reports to assist managers in decision making
- Create payroll instructions for all payroll changes. Ensure payroll instructions are processed within given deadlines.
- Promote the Trust's policies, procedures and protocols and ensure staff are always following.
- To process the annual pay review ensuring information is accurately recorded on Access HR System in a timely manner.
- Provide management information reports relating to HR for example absence data, staff lists, payroll costs, etc. Work on requests for information, ensuring timely and accurate responses are provided
- Produce and update the Staff Handbook
- Assist in planning and deliver new staff induction training where necessary. Ensuring all new staff have completed Safeguarding and Health and Safety training as part of their induction
- To assist with Pensions queries and Year End returns compiling spreadsheets and all necessary paperwork
- Liaise with Headteachers, Office Managers and Admin staff to supply information and ensure streamlined processes across the Trust
- To undertake any clerical and general office duties, including scanning, filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the Trust's HR office

- Administer opt out and opt in, or change of pension scheme processes for employees, produce appropriate pension letters as required

Advisory

- Advise on flexible working requests and support relevant meetings
- Support on low level casework meetings, taking notes where appropriate
- Advise Headteachers of staff absence triggers, and monitor levels of absence

Resources

- Be able to competently operate relevant equipment/ICT packages (e.g., MS Office, internet, HR MIS, Arbor, E-mail, Teams).

Additional Duties

- All staff, with support of the base location academy's DSL, have a responsibility for providing and safeguarding the welfare of children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.
- Any other tasks as deemed necessary and appropriate by the Head of HR.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Head of HR.

An enhanced DBS check will be required for this post. The job description is current at the date of appointment, but, in consultation with you, may be changed by the Head of HR to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Math & English GCSE or equivalent Grade C or above • Currently hold, or be willing to work towards CIPD Level 5 • Have undertaken training relevant to the post. • Commit to undertaking regular CPD 	
Experience	<ul style="list-style-type: none"> • Experience of working within an HR setting • Experienced in using a Management Information System such as Access, Arbor, or another equivalent 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector
Knowledge and skills	<ul style="list-style-type: none"> • High degree of accuracy • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards. • Be flexible to changing demands of the post. • To undertake any training relevant to the role 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation and high standards
Personal qualities	<ul style="list-style-type: none"> • Excellent communication including verbal and written skills. • Competent with IT and other software packages such as Word, Excel, and PowerPoint • Great organisational skills • Ability and keenness to promote the Trust's positive culture and ethos. • An elevated level of integrity, confidentiality, and discretion. • Ability to develop good personal relationships within a team, making an effective contribution to high morale 	