



**THE HOWARD**  
Academy Trust

# Recruitment Pack

## HR Apprentice



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

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.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



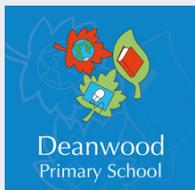
# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to THAT Central Team

Thank you for your interest in working as part of our Trust Central Team. We are a forward-thinking and welcoming central team, and whilst we are comprised of multiple functions, we pride ourselves of working as one team.

Our Central Team is based at Waterfront UTC, in recently refurbished open plan offices. The site offers free parking, a canteen and is situated in an area with local shops and plenty of outdoor space for lunch times. We are pleased to offer hybrid working, which means that staff can work from home on Wednesdays and Fridays. We are a flexible team and are open to flexible conversations.



Our Central Team is ambitious, with a drive to provide the best service possible for our schools. We are keen to hear from individuals who want to be part of our vision and will exhibit our Central Team values. As an organisation, we invest in our people to be the best they can be, through professional qualifications, regular CPD and supportive line management. We look forward to receiving your application.

## About Our HR Department

At The Howard Academy Trust, we have a high-performing HR Department that consistently delivers a high standard of service to schools, leaders, and staff. We are proud of our reputation for being responsive, knowledgeable, and people-focused. Our team works collaboratively to provide expert guidance, proactive support, and innovative solutions that help our schools thrive. Most importantly, we put staff wellbeing and development at the centre of everything we do.



# Job Description

<b>Job Title:</b>	HR Apprentice
<b>Location:</b>	Trust Central Team
<b>Contract Type:</b>	Full time, Fixed Term (12-18 months), all year round
<b>Remuneration:</b>	Apprentice Minimum Wage
<b>Reporting to:</b>	Head of HR

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a HR Apprentice 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.

## THAT Vision & Values

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:**

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 Administration.

- Be a 'one stop' point of contact, to source and provide information on HR and payroll matters for employer and employees, signposting to more appropriate contacts if necessary
- To use computerised Management Information Systems, e.g. Arbor, Access HR System or other databases to input and manage data
- To support with personnel administration on Arbor and Access HR System keeping staff records up to date at all times and assist in the preparation of reports and liaising with the Academies to collate required information
- Monitor, filter and respond as necessary to queries coming into the HR inbox.
- Administer all necessary onboarding documents, contracts of employment, offer letters, job descriptions and payroll documents via Adobe Sign. Support with Safeguarding checks when required.
- Support the HR team to 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
- Issue contract letters and other correspondence as required by the Head of HR and other HR team members and ensure Access/Arbor is updated with those changes
- Support with processing leavers, including generating resignation acceptances letters and issuing exit surveys
- Ensure that a checklist is completed for all leavers and process any leavers on Arbor/Access HR System ensuring their record is closed in a timely manner
- Ensure that all correspondence is scanned and added to Access HR System
- Update Access HR all of employee personal or employment changes (eg. Change of address, change of job role etc)
- Support the HR team in maintaining the Single Central Record management system
- 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 Principals
- Request references for new staff and ensure files are complete with the required information for the start date
- Record absences on the Management Information System, produce reports when required and ensure all paperwork is returned
- Monitor staff annual leave, personal and sickness absence
- Supporting the production of standard management reports to assist managers in decision making
- Create payroll instructions under the supervision of the Head of HR and Payroll & Pensions Officer
- Promote the Trust's policies, procedures and protocols and ensure staff are following at all times
- To assist with payroll administration
- To process the annual pay review ensuring information is accurately recorded on Access HR System in a timely manner, under supervision of the Payroll & Pensions Officer

- To undertake the administrative duties associated with recruitment, including recruitment adverts and job candidate packs and ensuring salary and terms offered are correct as well as placing adverts
- Screen incoming calls for the HR team and answer questions independently where possible
- Liaise with Principals, 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 electronic filing and record systems and other clerical support to assist in the efficient operation of the Trust's HR office

### Administration

- To maintain confidentiality at all times and deal with information discreetly
- To attend meetings, take notes/formal minutes as required and send out to appropriate bodies
- To be aware of and comply with Trust policies and reporting concerns as appropriate

### Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email and Arbor)
- Monitor the use of stationery stock and ensure this is topped up as necessary

### Management

- This post does not have any management responsibilities.

### Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the 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

*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 Academy at the reasonable discretion of the line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by your Line Manager 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

## Post: HR Apprentice

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>Have undertaken training relevant to the post</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working in a fast paced administrative role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an HR setting</li> <li>Experienced in using a Management Information System such as Arbor or other equivalent</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>High degree of accuracy</li> <li>Ability to manage time effectively to complete tasks to a high level</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Be flexible to changing demands of the post</li> <li>To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection and safeguarding policies.</li> <li>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.</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>Excellent communication including verbal and written skills</li> <li>Competent with IT and other software packages such as Word, Excel and Powerpoint</li> <li>Good organisational skills</li> <li>Ability to create a happy, challenging and effective learning environment</li> <li>A solution-focused mindset and determined “no-excuses” approach to raising standards</li> <li>A personable nature to build effective relationships</li> <li>Ability and keenness to promote the Trust’s positive culture and ethos</li> <li>A high level of integrity, confidentiality and discretion.</li> </ul>	

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| <ul style="list-style-type: none"><li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li></ul> |  |
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