

Human Resources Officer

Ellis Guilford School

Start Date: *ASAP*



**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Human Resources Officer. We have an exciting opportunity for a HR Officer to provide support to both Ellis Guilford School and our sister school, The Bulwell Academy. Working in close collaboration and with full support from the trust central HR service, you will provide a dedicated HR service, that supports the full employee life cycle at both schools.

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. I am now Executive Principal of both Ellis Guilford School and The Bulwell Academy and it is a great honour and privilege to lead the two schools. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking to appoint a skilled and professional HR Officer for this important role within the schools. You will provide efficient and effective HR support to all staff, and external stakeholders, under the direction of the HR Manager.

You will be joining a vibrant and dynamic team of leaders who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

The successful candidate will be a strong team player, have good interpersonal skills and be willing to take initiative.

Ellis Guilford and The Bulwell Academy became part of the Creative Education Trust's (CET) family of schools in 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers, or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to visit the school's or discuss this role further before making an application, please contact Claire Hallam, Regional HR Business Partner, on claire.hallam@bulwellacademy.org.uk

Yours sincerely,

Chris Keen
Executive Principal

**The curriculum provides
for pupils' spiritual,
moral, social, and
cultural development. ”**
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience, and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-school trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience, and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE, and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities

We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities, and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our pupils the education they deserve.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters.



You can find out more at:
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HUMAN RESOURCES OFFICER

JOB DESCRIPTION

LOCATION

Ellis Guilford School

SALARY

NJC Grade F – Points 20 - 24
£30,296 – £33,024 per annum

Hours and Weeks

37 hours per week, Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm

52 weeks per year with 26 days annual leave, rising to 28 days after 5 years' service

THE ROLE

To be the first point of contact for HR related matters within the two schools. To co-ordinate and support the employee life cycle within the two schools with support from the HR Manager and Regional HR Business Partner

REPORTING LINES

The post will report to the HR Manager / Principal

STRATEGIC DIRECTION AND DEVELOPMENT

- Lead the Professional HR function in school.
- Ensure all HR policies and procedures used within the schools are the current policies for the Trust.
- Maintain employee's HR files, both electronic and hard copy files, in an accurate and orderly manner ensuring that they comply with all safeguarding and GDPR requirements.
- Ensure MIS and Personnel Systems are accurate and updated with all employees' contractual details and staff data in accordance with the Trust and school policies.
- Provide reports, as required, on staff absences, continuous service, and recruitment.
- Responsibility for ensuring the Single Central Record (SCR) is correct and up to date and in line with Trust and KCSIE requirements.
- Responsibility for the completion of the School Workforce Census.
- Ensure that all changes to contracts are authorised and recorded accurately on the payroll system in a timely manner.

- Manage the support staff performance appraisal process to ensure appraisals are completed in time and in accordance with the Trust and school procedures.
- Provide low level HR advice to line managers, escalating to the Regional HR Business Partner for formal matters.
- Support line managers with risk assessments including, but not limited to, pregnancy, long term illness, stress and disability.

RECRUITMENT

- Maintain an up to date and accurate data bank of job descriptions and person specifications for all employees.
- Assist with compiling and placing recruitment adverts and recruitment packs.
- Co-ordinate shortlisting and interviews and carrying out the administration of paperwork for recruitment, ensuring compliance with Trust and school policies and procedures.
- Ensure that all pre-employment checks are completed and authorised for all new starters and in line with our Recruitment Policy.
- Issue offer letters, contracts and any amendment to contracts letters to staff, ensuring accuracy of employment particulars.
- Maintain up to date staff induction packs and Employee Handbooks. Supporting SLT with the general induction to all staff and ensuring all relevant paperwork is completed and signed off.
- Set up and maintain control systems to ensure all relevant paperwork is received for new staff and all actions completed for staff leaving.
- Ensure managers are provided with probation paperwork for new starters and that review forms are received in a timely manner and filed on the personnel file, escalating any performance or conduct concerns to the Regional HR Business Partner.

ABSENCE MANAGEMENT

- Ensure that Return to Work forms, self-certificates and Fits Notes are provided in a timely manner and are filed and recorded.
- Co-ordinate any staff referrals to the Occupational Health provider in line with the Absence Management Policy.
- Provide monthly reports on sickness absence and provide advice on levels of absence to line managers, ensuring that the stages of the absence management policy are applied correctly.

You can find out more at:

www.ellisguilfordschool.org.uk

- Ensure absences are recorded on the MIS and payroll systems and provide a monthly report on staff sickness entitlements.
- Work with line managers to highlight employees with high absence levels and to support the informal absence processes.

EMPLOYEE RELATIONS

- Provide support and advice in the application of HR Policies, in particular Probation, Absence Management, Capability and Disciplinary escalating any formal or complex matters to the Regional HR Business Partner.
- Support the Senior Leadership Team and Regional HR Business Partner in casework, in particular arranging meetings, sending correspondence and taking minutes.

OTHER RESPONSIBILITIES

- Contribute to the HR working group arranged by the Head Office HR Team.
- Keep up to date with changes in employment legislation with CPD.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for all staff and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- Be a positive role model of the values and behaviours that underpin the school vision.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.

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- Undertake any other reasonable duties deemed appropriate to the role.
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 in English and Maths or equivalent 	<ul style="list-style-type: none"> Level 3 CIPD qualification
EXPERIENCE	<ul style="list-style-type: none"> Experience of working within an HR environment Experience of running a recruitment process Experience of working independently within set procedures with minimal guidance 	<ul style="list-style-type: none"> Experience of working in HR or recruitment environment within the Education sector
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of HR policies and processes, including recruitment, file management and sickness absence Understanding of GDPR 	<ul style="list-style-type: none"> Working knowledge of iTrent Working knowledge of Arbor Knowledge of School Teachers terms and conditions
PERSONAL ATTRIBUTES AND SKILLS	<ul style="list-style-type: none"> Proficient in using the Microsoft packages including Word, Excel and Outlook Proven ability to manage competing priorities and meet deadlines in a calm and efficient manner Effective written and oral communication skills Attention to detail and accuracy Ability to work proactively in order to manage the workload of the HR Office Ability to work effectively individually and also as part of a team complementing the work of existing colleagues A professional approach supported with a due regard for discretion and the need for confidentiality Ability to respond flexibly and adapt to changing and challenging circumstances. Experience of delivering excellence customer service to internal and external stakeholders Ability to deal with challenging situations Excellent organisational skills and the ability to deal with a reactive, wide ranging workload 	<ul style="list-style-type: none"> Ability to formulate ideas and solutions (drawing upon good practice from elsewhere)
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	

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