



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY



BIG CREATIVE ACADEMY
CLIFTON AVENUE
WALTHAMSTOW
LONDON, E17 6HL

TEL: 020 8498 3300
WWW.BIGCREATIVE.EDUCATION



PRINCIPAL: SACHA CORCORAN MBE

HR Officer & Executive Assistant (0.5 FTE)

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to staff and student wellbeing and excellent teaching. Our mission is to Develop Talent, Transform Lives and Create careers. We achieve this through working from a new state of the art £21m Academy building, underpinned by our new 5yr strategy and a belief we really can re-imagine education.

What we are looking for:

We are looking for an enthusiastic and lively person with experience of leading or working within a HR department and experience of providing administrative support to a senior team.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to: bca-hr@bigcreative.education. The application closes on 05th November at 1pm.**

To find out more about Big Creative Academy and our approach to education please see our website: www.bigcreative.education

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: HR Officer & Executive Assistant (0.5 FTE)

Salary: £26,000 per annum, £13,000 pro rata

Full/part time: part time, permanent position

Hours: 17.5 hours per week

Start Date: November 2021

Reporting to: Principal

Location: Big Creative Academy, Clifton Avenue, Walthamstow E176HL

Purpose of the role: To manage all HR functions of the Academy, to provide advice to the Principal and Senior Management Team on HR strategy and employment law and support the leadership team with administrative tasks

Principal Accountabilities:

- To provide an efficient, effective HR service that meets the needs of staff and the Academy.
- To ensure compliance with all employment law.
- To maintain the single central register and complete all DBS checks, ensuring compliance with the safeguarding policy.
- To provide managers with comprehensive reports on recruitment, sickness, staff disciplinarys
- To write and review HR policies, staff handbooks and recruitment and induction processes.

Key Tasks:

- To develop and lead the human resources work to provide the Academy with managed access to comprehensive, reliable, relevant and up-to-date information and reports.
- To oversee staff recruitment, coordinate interviews and lead on staff inductions.
- To ensure statutory compliance for HR is met and employment law is followed
- To oversee staff grievances, disciplinarys and staff wellbeing.
- To oversee probation and appraisal completion.
- Record all staff leave, sickness and provide monthly reports.
- To oversee the completion of the single central register and ensure compliance with safeguarding and Ofsted.
- To record all CPD for staff and collect staff evaluations.
- To demonstrate commitment to all Academy policies including Health & Safety, Safeguarding, Equality & Diversity and the quality improvement plan.



- To provide an administrative function to the senior management team, taking minutes, supporting with event's and meetings as required.
- Updating cross academy policies and documents.
- To participate in staff development activities as appropriate to the role.
- To assist colleagues and other departmental teams to ensure an efficient and effective cross-academy service.

Other tasks

1. Participate in student results days, enrolment and induction.
2. Plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
3. Support the Academy to provide and outstanding education offer.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	Degree or equivalent qualification in Human resources	Recognised qualification in equality & diversity Qualification or training in employment law
Relevant Experience	Experience of leading or working within a HR department. Experience of providing administrative support to a senior team. Experience of staff recruitment, safer recruitment practices and maintaining a single central register	Background in HR and recruitment Experience of working within an education setting Knowledge of safeguarding in a school or college setting,
Knowledge	Knowledge of employment law Staff wellbeing and staff development.	Safeguarding in relation to recruit and employing staff in a school or college setting.



	<p>Safer recruitment practices, interviewing and staff induction.</p> <p>Appraisal and CPD processes.</p>	
Skills/Ability	<p>Excellent planning, organisation, IT and administrative skills, the ability to work on a range of tasks and see them through to a successful conclusion, and a general high level of efficiency.</p> <p>Excellent oral and written communication skills.</p> <p>Ability to work as part of a team and on own initiative.</p> <p>Ability to be forge and maintain meaningful relationships with staff and external stakeholders.</p>	
Personal Skills	<p>Demonstrate enthusiasm.</p> <p>Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change.</p>	

ABOUT US

Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognizing that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programs in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 350 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse, challenging and



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ultimately extremely rewarding to work with. Our study programs specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 25 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 20 teaching staff and fifteen in business support. Our team are high achievers and have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.

Some of the benefits of working at Big Creative Academy

Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- State of the arts on site Gym facility.
- Discretionary half days on Fridays.
- A staff wellbeing day.
- An employee assistance line.
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- An individual CPD plan.
- Admin days built into the academic year
- Teaching, learning and assessment groups to share best practice and try new teaching techniques.
- Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your Photoshop skills.