



Sidney Stringer
Multi Academy Trust

Information Pack Senior HR Administrator (Grade 5)

Required ASAP





Sidney Stringer Multi Academy Trust

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale. The successful candidate will be based at Sidney Stringer Academy but would be expected to work across the MAT as well.



Senior HR Administrator

We are looking to appoint a Senior HR Administrator to manage the HR administration across the Multi Academy Trust. The role will include carrying out the HR admin for two schools in the Trust and co-ordinating recruitment across the whole MAT. Working closely with the CEO, Director of Business & Finance and Headteachers the role will also liaise with the MAT's HR advisors.

The post is 37 hours a week all year round and will be based at Sidney Stringer Academy. Travel between the school in the Multi Academy Trust maybe required.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards

JOB DESCRIPTION – Senior HR Administrator

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 5

Hours: 37 hours per week All Year Round

Job Purpose

To provide a comprehensive HR administration service to leaders and other stakeholders in the Academy and other schools in the MAT. To provide professional HR service/advice to support the delivery of Academy priorities and operational requirements, seeking qualified opinions where appropriate.

Description of Duties and Responsibilities

Policy and procedure – general

- Assist the Business Manager and CEO in researching, developing and implementing new and revised HR policies and procedures in line with Government legislation, terms and conditions of service, best practice and the Academy's operational needs.

HR Administration (Sidney Stringer Academy and Sidney Stringer Primary)

- Manage all administrative processes related to the HR function, including recruitment and selection, appointments and resignations, changes of terms and conditions, etc
- Compile and provide accurate and timely pay and related information to ensure that the Business Manager has the information to complete the payroll correctly and free of error.
- To ensure that staff list is up to date.
- To be the main point of contact for issue of car park passes. This involves liaising with City College, collecting deposits and ensuring that all leavers return theirs.
- Liaise with the relevant pension scheme providers to ensure the effective administration of employer pensions data, including assisting in the completion of annual returns as required.
- Coordinate all pre-employment checks in relation to new appointments, including references, DBS and medical checks.
- Produce statutory documentation to new and existing staff as required (e.g. statements of terms and conditions of employment).
- Continuously review and update HR documentation to ensure alignment to legislation and best practice and to minimise administrative burden to managers and staff.
- Maintain and update the personnel database (Single Central Register, EPM & SIMS) and files in a timely and accurate manner.
- To maintain and analyse accurate employee sickness data, and to coordinate the sickness absence management procedure in accordance with Academy procedure
- Co-ordinate the induction of new employees
- Responsible for carrying out maternity risk assessment
- Ensure that support staff holiday hours/ entitlement is recorded accurately

Recruitment and selection responsible for across MAT

- Ensure job descriptions are prepared and approved for all vacancies prior to advertising
- Coordinate job advertisements including draft ads, obtain approval and liaise with the appropriate media providers, in order to maximise effectiveness and minimise cost, ensuring that all adverts are authorised by the Head teacher/Principal.
- Produce all recruitment and selection documentation including candidate correspondence and selection forms and reports.
- Coordinate the planning and organisation of selection events
- Liaise with successful and unsuccessful candidates, providing feedback and/or information as appropriate.
- Ensure that all recruitment and selection processes meet the current legislation regarding equality and diversity
- Upload vacancies on the MAT website

Communication and Relationships

- Develop and maintain effective working relationships with managers at all levels, staff and staff representatives throughout the Academy, ensuring there is regular communication and that managers and staff are receiving the required level of HR service.
- Develop and maintain effective working relationships with a variety of external organisations including pension schemes, recruitment agencies, external advisors to the Academy, etc.
- Represent the Academy at external meetings as required.
- Attend termly Business management meetings to share good working practice across the MAT
- Produce accurate and timely management information as required by the Principal, Director of Personnel or other stakeholders in the Academy.
- Attend EPM HR updates and disseminate info across the MAT
- To provide advice and support as appropriate to other schools in the MAT

Line Management

- To line manage the HR Admin Assistant and support CPD and induction

Other Duties

- To work positively as part of the support staff team.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role

General

- The post-holder must carry out his or her duties with full regard to the MATs policies and procedures.
- The post-holder will participate in the MATs performance management process as it is applied for all staff.
- The post-holder will perform any other duties and responsibilities within the range of the salary grade.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful

discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Richard Kershaw (September 2019)

Personnel Specification

Criteria	Essential / Desirable	Measured By
Experience		
Demonstrable experience of HR Management working in the academy educational environment	D	AF/I
Experience of operating School Teachers' Pay and Conditions and NJC Green Book terms and conditions of employment	D	AF/I
Experience of development, management and operation of efficient and effective administrative systems	E	AF/I
Experience of people management and managing a range of situations	D	AF/I
Qualifications/Training		
CIPD Level 5 Diploma or equivalent knowledge, skills and experience at appropriate level	D	AF/I
Good level of numeracy/literacy skills at GCSE Level C or above or functional skills equivalent	E	AF/I
Good understanding and working knowledge of Data Protection Act and General Data Protection Regulation and how legislation is applied	E	AF/I
Evidence of continuous professional development demonstrating up to date employment law knowledge	E	AF/I
Full clean driving licence and access to a vehicle for travel to Trust schools	E	AF/I
Skills		
Knowledge and understanding of relevant policies, codes of practice/procedure, legislation and terms and conditions of employment	E	AF/I
Understanding of school development plan and how it relates to self and team	D	I
Ability to interpret advice/statute and to devise policy/practice and translate into actions which are followed through to ensure compliance	E	AF/I
Good ICT skills with advanced knowledge of Microsoft Office to analyse data	E	AF/I
Ability to persuade, motivate, negotiate and influence to implement HR practices across the Trust and ensure compliance.	E	AF/I
Methodical with a good attention to detail	E	I
Excellent communication and interpersonal skills to be able to relate well to wide range of people	E	AF/I
Handles sensitive or contentious issues constructively to resolve conflict	E	AF/I
Excellent organising, planning and prioritising skills	E	AF/I
Self-motivated with ability to work manage own workload and work with minimal supervision	E	AF/I
Ability to work well with others contributing to an inclusive work environment which values everyone's contribution others	E	I

Demonstrate developed coaching and training skills to empower, motivate, advise and guide	D	I
Identifies and promotes best practice in all HR matters across the Trust	E	AF/I
Personal Qualities		
High level of personal and professional integrity	E	I
Interact professionally and appropriately with all colleagues and other professionals, building productive working relationships	E	AF/I
Values diversity and the opinions of others, adapting approach to meet individual needs	E	AF/I
Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk	E	I
Able to maintain confidentiality when dealing with sensitive or confidential matters	E	I
Demonstrates a proactive approach taking responsibility for areas of work and finding solutions	E	AF/I
Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency	E	AF/I
Is adaptable to change/embraces and welcomes change	E	I
Takes quick and effective action, acting with pace and urgency when required whilst remaining calm under pressure	E	AF/I
Self-motivated to seek opportunities to increase job knowledge and understanding and develop skills	E	AF/I
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	E	AF/I

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and attitude's to use of authority and maintaining discipline.



Sidney Stringer
Multi Academy Trust

Senior HR Administrator

Grade 5 (£21,589 - £26,999pa)
37 hours per week - All year round

We are seeking to appoint a **Senior HR Administrator** to work across the Sidney Stringer Multi Academy Trust. You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

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If you would like further information or to discuss the post in more detail then please contact:

Richard Kershaw, Business & Finance Manager; rkershaw.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk

Please return completed application forms to Suki Bains - sbains.staff@sidneystringeracademy.org.uk
[No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 23 September 2019 at 12 noon

Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.