

Academy
Transformation
Trust

HR Administrator

Application Pack

Beck Row Primary Academy

Great Heath Academy

Mildenhall College Academy

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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

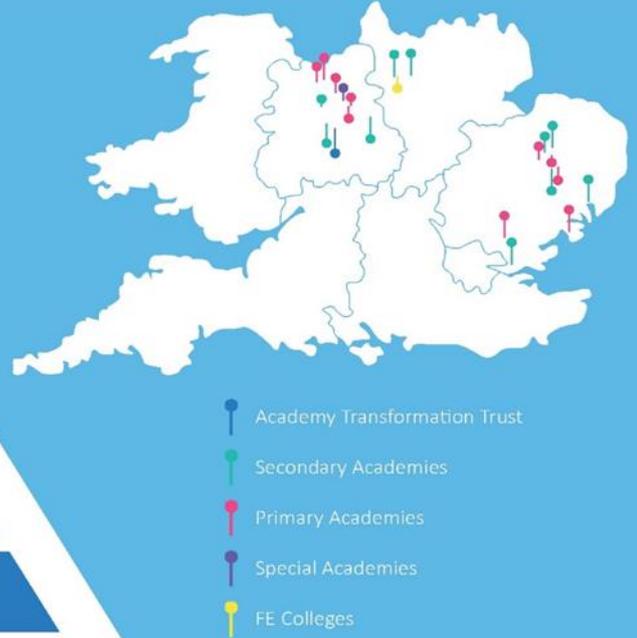
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies
Local Authority Areas | 10

Staff | 1720
Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334
Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance
People Engaged | 120+
Trustees | 10
Members | 4

Finance
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

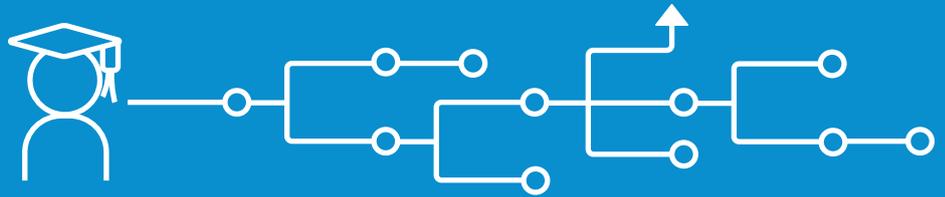


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Janye Sargent | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

03. Academy Information



Beck Row Primary Academy

We aim to inspire all our pupils regardless of their starting points, to achieve well and enjoy learning, with an exciting and enriching topic-based curriculum.

Visits, visitors, and memorable experiences build cultural capital in our pupils, helping them to experience and appreciate human creativity and achievement.

Our values of thoughtfulness, co-operation, morality and respect are lived by us all in myriad ways each day as the Beck Row family, preparing our pupils for life as active citizens in Modern Britain. We support each other in times of need and celebrate success together. We want our pupils to be ambitious and aim for their best and we reward and celebrate this. Reading is the key to unlocking our knowledge-rich curriculum, so we give our youngest pupils the best possible start in learning to read and then continue developing our children as readers as they move through the school. 'As one pupil commented, 'At Beck Row, everyone is part of a family.'"

The academy enjoys an enviable location in the small but growing village of Beck Row, close to historic Mildenhall, which was settled by the Romans and mentioned in the Domesday Book. In recent years, we have undergone a complete transformation via Suffolk's Academy Reorganisation process – from a small first academy to a fast - expanding primary academy with around 250 pupils.

Our growth has been accelerated by our membership of Academy Transformation Trust, giving us all the specialist support we need to enhance our teaching and stimulate our students to develop a lifelong love of learning that will serve them well when they leave us in year 6.

To find out more, please visit www.beckrow.attrust.org.uk



Great Heath Academy Information

Our core belief is that children learn best when they are interested and involved in their learning and can see the point of what they are doing, so we strive to make our curriculum stimulating and our teaching innovative. This approach has paid dividends: in our most recent Ofsted inspection, we were rated Good in every category.

In particular, inspectors noted that “teachers have wide opportunities to take on leadership responsibilities” and “pupils enjoy coming to school, understand how to express concerns, and appreciate staff’s quick responses to these concerns”.

However, we were particularly proud of the comment relating to our inclusive provision: “Disadvantaged pupils benefit from the academy’s purposeful learning environment and are well supported by additional intervention when necessary. Because of this, they make similar good academic progress to other pupils.”

As a three-form entry primary academy with an attached nursery, we provide the best possible start in life to more than 550 children. They enjoy access to fantastic resources, including an enormous field with excellent sporting facilities, dedicated art and cookery rooms, and a purpose-built library with over 4000 books.

We want to build on these advantages to move from Good to Outstanding, and we believe that our partnerships with parents will be vital to making this happen.

To find out more, please visit www.greatheathacademy.atrust.org.uk



Mildenhall College
A C A D E M Y

Mildenhall College Academy Information

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:



Professional Development at ATT:

04. The ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description



HR Administrator

Purpose of the role

An integral member of the HR team, the post-holder will assist the Regional HR Officer/Business Partner, taking responsibility for HR administration within the academy (Secondary and Primary sites) undertaking duties across a range of HR activities including payroll, data management and reporting, compliance and general HR administration.

Responsible To: The Principal

Key responsibilities and duties:

Recruitment and Selection

- To support the recruitment processes across the academy, in conjunction with the recruitment coordinators as applicable.

Data Management and Reporting

- To ensure that electronic employee records are accurate and up to date (Bromcom & iTrent). This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise.
- To maintain an accurate and up-to-date single central register (a requirement of OFSTED)
- To carry out the school workforce census annual return.
- To ensure colleagues and line managers are sign posted to the ATT HR related policies and procedures as required.

Compliance

- To administer absence reporting and recording processes, ensuring that all absences are reported, recorded and followed up in accordance with the appropriate ATT policies and procedures.
- To take responsibility for ensuring that the probation process is managed effectively.
- To support the staff induction process and ensure that it is effectively managed.
- To support with managing the holiday booking system for all year-round staff.

General HR Administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR-related paperwork and liaise with Payroll to ensure that new starters, leavers and changes to salaries are implemented appropriately.
- To process staff changes and staff leaving documentation and arrange exit interviews.
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates.
- To take minutes at formal meetings (e.g. discipline, grievance, capability).
- To monitor the use of fixed term contracts and ensure that issues are followed up appropriately.

Other:

- To work in collaboration with the ATT HR team as appropriate.
- To cover for absent colleagues and undertake other duties commensurate with the grade.

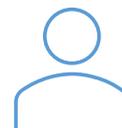
We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

06. Person Specification



HR Administrator

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Educated to Level 2 in English and Maths (e.g. GCSE grade C/4 or above). 	<ul style="list-style-type: none"> HR Qualification (eg. CIPD Level 3 or above) or a desire to work towards.
Experience	<ul style="list-style-type: none"> Experience of working in HR administration. Experience of running effective administrative support. Competent user of Microsoft Office and confident to learn and use new software. Demonstrably strong administrative and organisational skills. Demonstrably excellent written and oral communication skills. 	<ul style="list-style-type: none"> Experience of working in a similar role in a school environment. Experience of using Management Information Systems ('BROMCOM' is desirable).
Competencies	<p><u>Working with People:</u></p> <ul style="list-style-type: none"> Listens well, communicates clearly and fluently. Maintains confidentiality and discretion. Adapts to the team and helps to build team spirit. Relates well to people at all levels. <p><u>Coping with pressure and setbacks:</u></p> <ul style="list-style-type: none"> Works productively in a high-pressure environment. Maintains a positive outlook at work. <p><u>Organising and Executing:</u></p> <ul style="list-style-type: none"> Focuses on customer needs and satisfaction. Sets high standards for quality and quantity of work. Works in a systematic, methodical and orderly way. Follows procedures and policies. Manages time effectively and able to multitask to meet deadlines. <p><u>Professional Acumen:</u></p> <ul style="list-style-type: none"> Resilience and determination to support HR processes. Understand and demonstrate the importance of confidentiality and discretion. Detail orientated and able to take ownership of tasks and work with minimal supervision. 	

	Essential	Desirable
Values	<ul style="list-style-type: none"> • Personal vision is aligned with ATTs high aspirations and expectations of self and others. • Genuine passion and a belief in the potential of every student. Motivation to continually improve standards and achieve excellence abovenorms. 	
Other	<ul style="list-style-type: none"> • Demonstrate integrity. • Promotes and defends equal opportunities. • Commitment to the safeguarding and welfare of all pupils. This post is subject to an enhanced Disclosure and Barred Service check. 	

07. How to Apply

HR Administrator

Applying:

Please apply by visiting
[www.academytransformatio
ntrust.co.uk/vacancies](http://www.academytransformatio
ntrust.co.uk/vacancies)



Status:

37 hours per week
Term time + 4 weeks (43 Weeks per year)
Permanent

Salary:

NJC Scale: 7 - 14
Actual Salary: £23,038 - £25,921
FTE Salary: £24,294 - £27,334

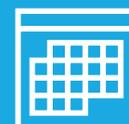


Closing Date:

Thursday 22nd August 2024 at 9am
Or sooner should we receive sufficient applicants.

Start Date:

As soon as possible



Interviews:

To be confirmed



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