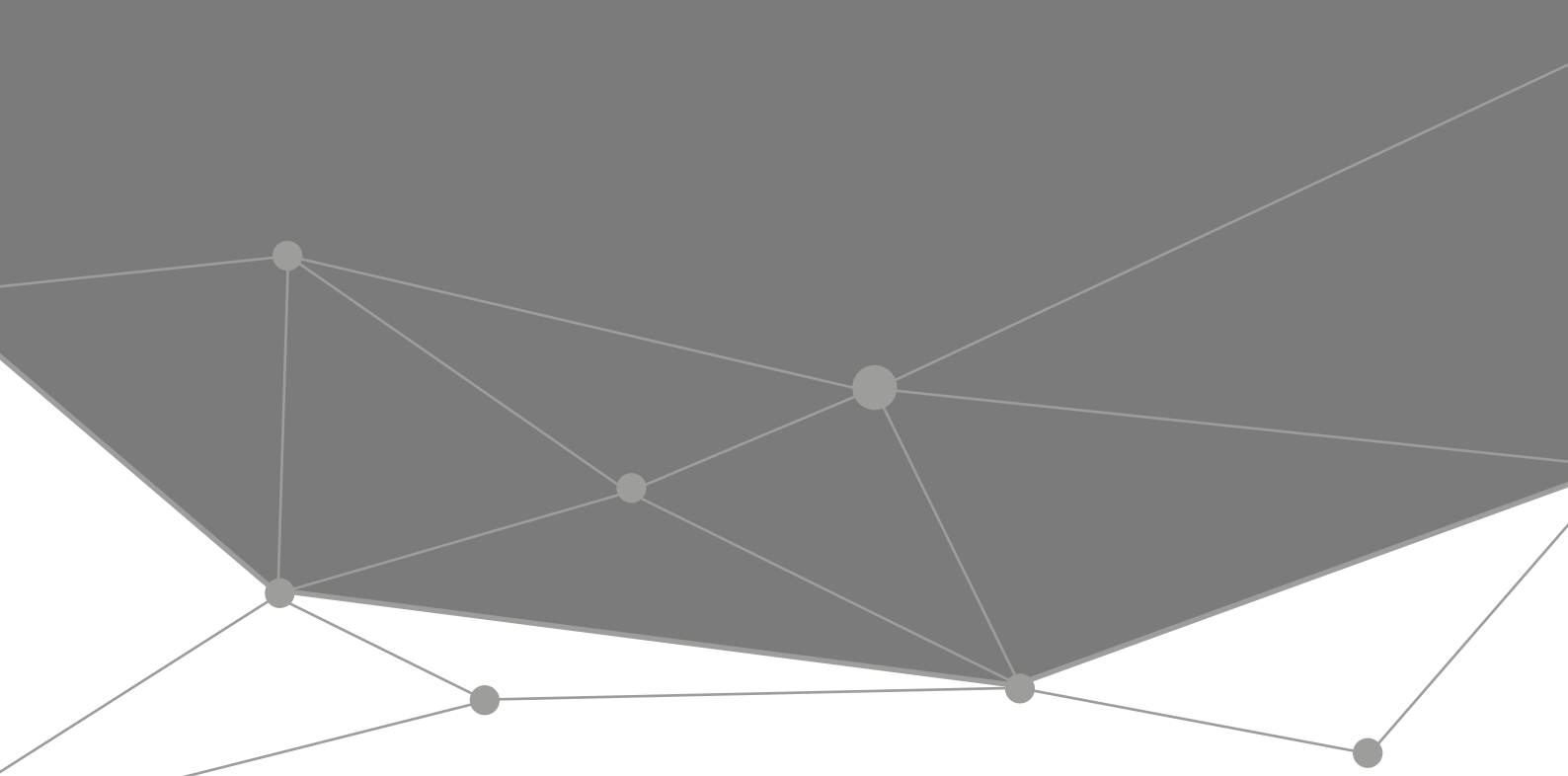




**HR Administrator -
St Paul's Way Trust School**
Candidate Information Pack



“ Providing transformational educational opportunities for all children... ”



HR Administrator - St Paul's Way Trust School (Full time) University Schools Trust

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Welcome

Thank you for considering applying for the post of HR Administrator (SPWT). The University Schools Trust (UST, the Trust) is a unique organisation. Six prominent UK Universities together with an impressive group of other companies and institutions have formed a partnership with the potential to transform thousands of young peoples' lives.

At UST we already have an unrelenting focus on our transformative educational agenda. We are now welcoming applications for this key role from candidates who share our determination to provide outstanding educational outcomes for our young people without exception or bias.

Arguably there has never been a time within the UK Education system where schools have had more operational freedom.

The opportunity to innovate is boundless whilst the responsibility to ensure that robust processes are in place rests almost entirely with senior officers and Trustees. In looking to fill this post we seek a candidate with a very strong grasp of operational management as well as providing outstanding leadership and vision.

At UST we believe that the most important resource is the human resource. We invest in our people and partnerships and understand the importance of good communication in creating an environment of mutual trust.

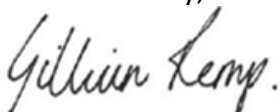
Following a review of the HR Service, this role will support the HR Manager deliver an efficient HR administrative service at the St Paul's Way Trust School.

Key accountabilities for this role will include supporting the:

- implementation of new recruitment and onboarding policies, processes and procedures, including maintaining all safer recruitment systems
- delivery of an efficient payroll and pensions administration service
- HR Systems administration and implementation
- provision and monitoring of workforce information, including sickness absence, and maintenance of HR files and records
- provision of pay and conditions advice

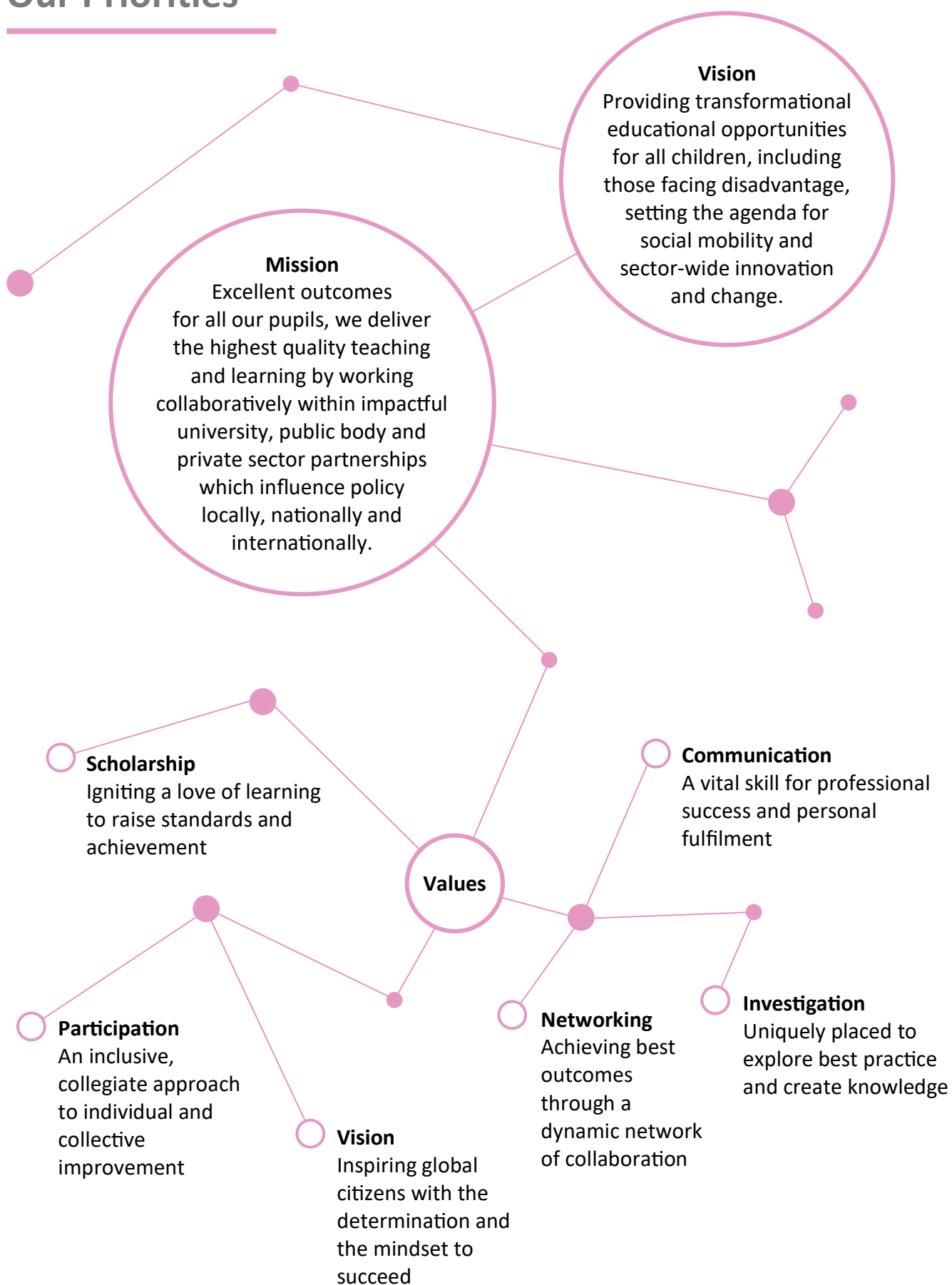
We are looking to fill this post with a suitably skilled and experienced candidate who is excited by and supports the Trust's ethos and aims. If you feel that you meet the requirements of the role and have the drive to support a challenging but exciting HR agenda within a fast paced environment, we would love to hear from you.

Your sincerely,



Gillian Kemp
Trust Leader

Our Priorities





The University Schools Trust

The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

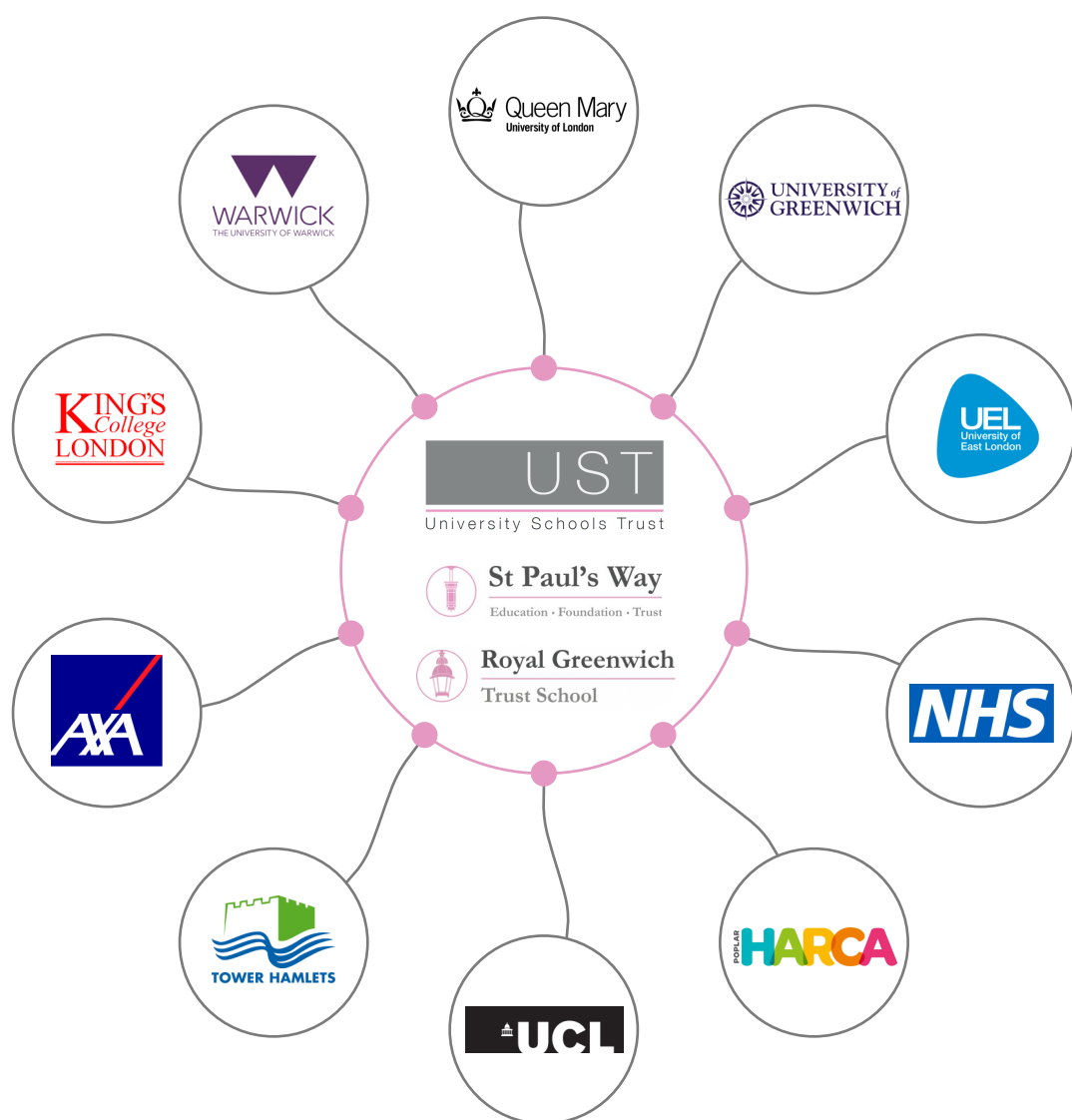
UST is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.



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University
Trust Partners

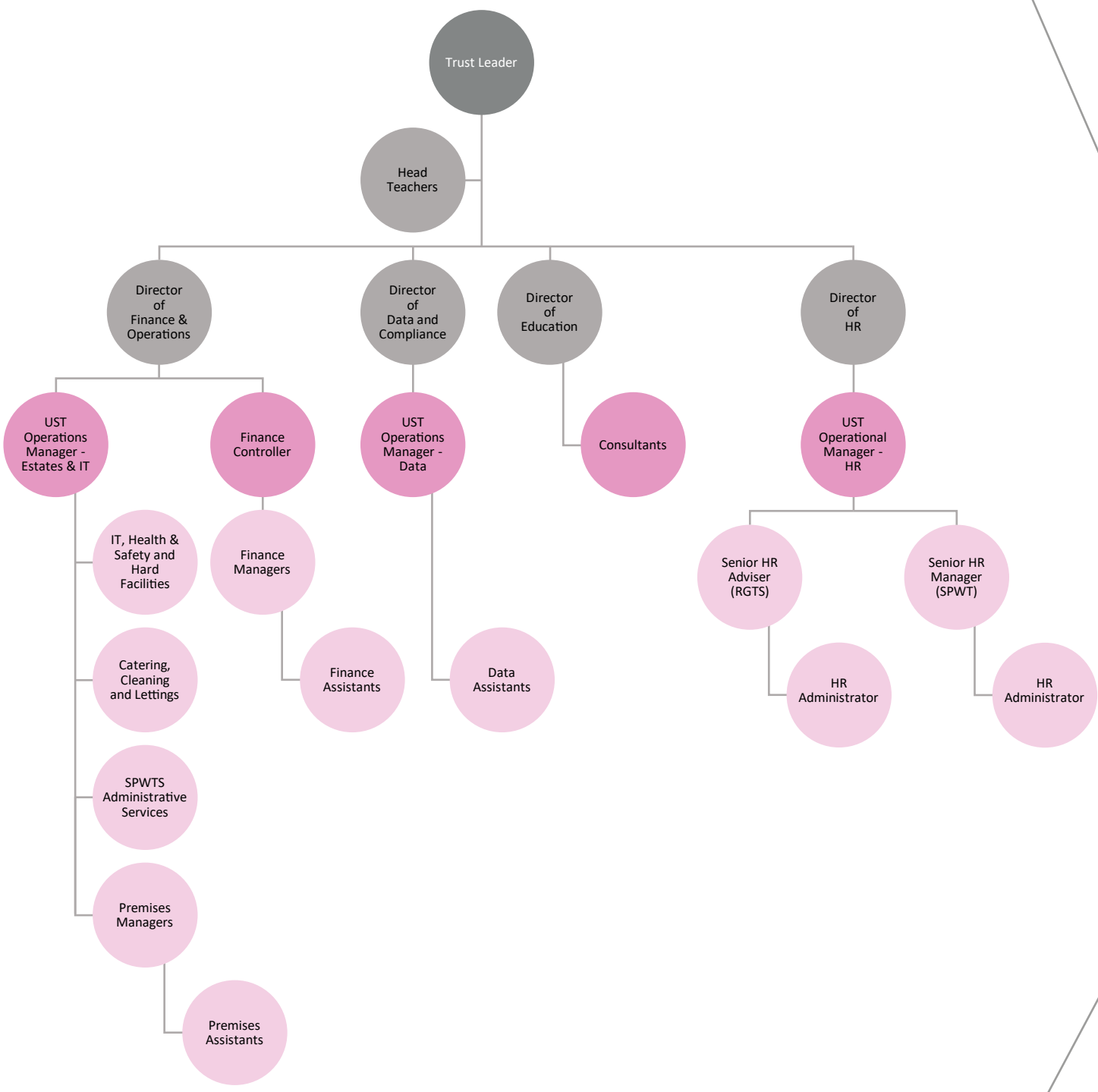
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Trust Partners

2

Schools

Organisation Chart





Our People Strategy: Continual Professional Learning & Networking Opportunities

The UST prioritises the support and development of its staff. Our people are our most important resource, however, our approach is tailored given our expertise in developing talent.

The School of Education is positioned within the UST, its remit is to develop and support all our staff. The School of Education offers training courses and bespoke support so staff can fully develop their knowledge and skills continually.

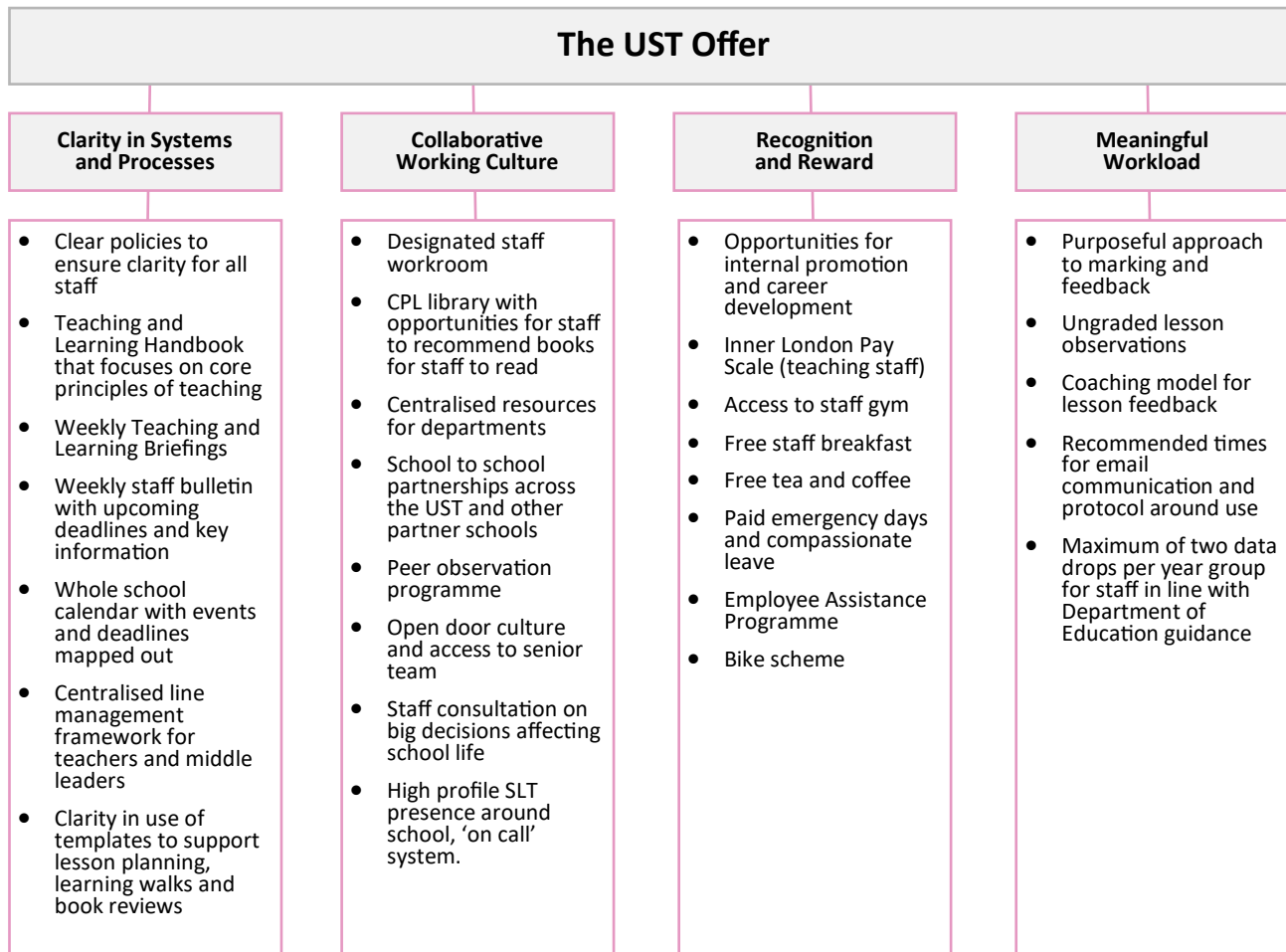
The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

The UST is committed to ensuring that all teachers and support staff across our schools are given opportunities to develop their practice in order to excel as professionals. Through a programme of internal and external training across a wide network of training providers across London, our staff have access to the highest quality of training available.

All teachers at UST have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches.

Staff Benefits and Well-Being



UST is committed to ensuring that staff are supported and that their well-being is considered at school. To that end, these strategies are grouped into four broad areas:

- **Clarity in Systems and Processes -**
Staff are given clear direction to enable their time to be managed effectively.
- **Collaborative Working Culture -**
Staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward -**
Staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload -**
Decisions made are mindful of staff workload and efficient working practice.

Job Description

Job title:	HR Administrator	Full/ Part time:	Full time (1.00 FTE)
Location:	School based	Grade:	Scale 5
Responsible to:	HR Manager (SPWT) or Senior HR Adviser (RGTS)	Responsible for:	N/A

Job description:

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Possessing a strong customer focus and working directly to the HR Manager (SPWT) or Senior HR Adviser (RGTS) the remit of the HR Administrator role will be to provide a high quality and effective HR administration service primarily, but not exclusively, relating to a range of on-boarding and lifecycle processes and procedures - e.g.

- Recruitment, induction, probation and performance management administration
- Sickness absence monitoring
- HR systems administration and implementation
- Workforce information monitoring
- Pay and conditions advice
- Casework administration, file management and record keeping

SPECIFIC RESPONSIBILITIES

On-boarding and Life Cycle Processes

Recruitment, Induction and Performance Management:

- Support the successful implementation and delivery of all on-boarding and life cycle processes for employees including the delivery of an effective recruitment advisory and administration service with specific responsibility for:
- Assisting with the updating and maintenance the school's establishment list
- Placing all vacancies and related documentation on appropriate job boards and other media, including the Trust websites
- The day to day management and administration of the Trust's candidate application tracking system (JGP) to ensure that all candidates are kept informed on the progress of their application
- In liaison with the Recruiting Managers, arranging and directly supporting interviews days and events, including the administration of selection tests
- Undertaking all pre employment and safer recruitment checks (e.g. DBS clearances, medical clearance and reference checks)
- Maintaining the school's Single Central Record to ensure it is up to date and accurate at all times
- Providing support with any work permit applications
- Issuing conditional offer letters and contracts of employment in line with statutory timescales for new starters
- Undertaking appropriate administrative tasks relating to the:
- Induction of new starters, including NQTs
- Tracking and monitoring of probation reviews of all new starters
- Implementation of the annual performance appraisal framework for all staff
- Issuing staff passes to new starters

Leaver Administration:

- Provide advice and undertake appropriate administrative tasks relating to the:
- Resignations and termination of contracts of employment in accordance with agreed procedure
- Exit interviews and the analysis and reporting of this information
- The receipt and recording of the return of school property

Payroll Administration

Undertake the payroll and pensions administration service, liaising with Managers, the external Payroll and Pension providers as required - including:

- Being the initial point of contact at the school for responding to all payroll and pension queries raised by staff and Managers.
- Ensuring the completion and submission of the school's monthly payroll to the external payroll Provider in accordance with agreed deadlines.
- Ensuring all relevant staff are automatically enrolled in the appropriate pension scheme.
- Preparing the annual salary statements for all staff within the agreed time frame.
- Supporting the Senior HR Advisor with the administration of the annual appraisal system for all staff and the teachers' annual pay progression exercise .

Pay and Conditions

- Support the Senior HR Adviser or HR Manager to respond to general pay and conditions queries for teaching and support staff as required.
- Under the guidance of the Senior HR Adviser/HR Manager issue any routine amendment to contract letters.

Sickness Absence Administration

- Undertake the monitoring and reporting of all sickness absence within the school on at least a monthly basis.
- Prepare appropriate monitoring reports for the Senior HR Adviser/HR Manager, Headteacher, Line Managers and Trust staff as required.
- Provide initial advice to managers in relation to their responsibilities for managing sickness absence.
- Support with the administration of sickness absence casework (i.e. help organize review meetings and appeals, prepare initial responses for routine cases from template letters, undertake note taking and other administrative duties.

Workforce Information and HR System Administration

- Ensure that the workforce data required on the SIMs system (and any other HR System) is accurate and maintained at all times.
- Ensure that all current databases and spreadsheets used for the collation of and reporting of HR data are accurate and maintained at all times (e.g. Probation Tracker).
- Produce workforce information reports as required and undertake a first level analysis to identify high level issues and trends.
- Directly support the accurate and timely completion of all statutory and audit workforce information requirements (e.g. School Workforce Census and Gender Pay Gap Reporting).
- Support the successful implementation and administration of an integrated HR and Payroll system.

Employee Relations Administration

- Support with the administration of employee relations casework (i.e. help organize hearing and appeals, prepare initial responses for routine cases from template letters, undertake note taking and other administrative duties).

HR File and Record Management

- Ensure all current and archived paper based and electronic HR files and records, including individual staff files, are kept maintained and kept in a well organised system.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
- To drive educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by Senior HR Adviser (RGTS) or HR Manager (SPWT) as applicable.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

..... Signed by (Post holder)

..... Signed by (Line Manager)

Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Have a minimum of Grade C in English and Maths GCSE level or equivalent. 	✓	
<ul style="list-style-type: none"> Ideally, hold a relevant NVQ Level 3 HR or relevant qualification or above. 	✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of working in a fast paced HR environment, ideally within a school/education setting. 	✓	
<ul style="list-style-type: none"> Basic working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools. 	✓	
<ul style="list-style-type: none"> Experience of delivering effective recruitment administration services, including advertising, applicant management, arranging and supporting interviews contract administration, maintaining an accurate Single Central Record etc. 	✓	
<ul style="list-style-type: none"> Basic knowledge and experience of all safer recruitment requirements in a school setting. 	✓	
<ul style="list-style-type: none"> Experience and knowledge of basic payroll administration. 	✓	
<ul style="list-style-type: none"> Experience of inputting and maintain accurate HR data inputting on relevant HR systems and spreadsheets, ideally on SIMS. 	✓	
<ul style="list-style-type: none"> Basic working knowledge and understanding of all Data Protection legislation and requirements as it relates to HR. 	✓	
<ul style="list-style-type: none"> Ideally, experience of using an integrated HR and Payroll system to support the implementation of effective HR processes and procedures. 	✓	

Continued on next page

Person Specification *continued*

Characteristics/Attributes	Essential	Desirable
<ul style="list-style-type: none"> A demonstrable flexible and proactive approach to the delivery of their work. 	✓	
<ul style="list-style-type: none"> A strong customer focus to ensure the timely delivery of agreed outcomes. 	✓	
<ul style="list-style-type: none"> Ability to quickly build relationships, gain the confidence and communicate effectively with all levels of stakeholders. 	✓	
<ul style="list-style-type: none"> Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience. 	✓	
<ul style="list-style-type: none"> A self starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines. 	✓	
<ul style="list-style-type: none"> Ability to keep accessible and accurate HR files and records. 	✓	
<ul style="list-style-type: none"> A strong team worker. 	✓	
<ul style="list-style-type: none"> Ability to pay attention to detail and undertake at least a first level analysis of recruitment/workforce data. 	✓	
<ul style="list-style-type: none"> Ability to prepare a routine workforce information reports which identify trends. 	✓	
<ul style="list-style-type: none"> Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel for spreadsheets, databases and to develop graphical presentations. 	✓	
Other	Essential	Desirable
<ul style="list-style-type: none"> This post requires a satisfactory Enhanced DBS Disclosure. 	✓	
<ul style="list-style-type: none"> Demonstrable commitment to their own continual professional development. 	✓	

Key Benefits and Terms

Pay:

Scale 5 £25,833 pa - £27,255 pa (pay award pending) depending on qualifications and experience.

Conditions of Service

Will be in accordance with National Joint Council (NJC) Green Book, London Borough of Tower Hamlets and local UST terms and conditions of employment (as appropriate).

Hours:

35 hours per week (1.00 FTE). There will be occasions, for the proper performance of the post's responsibilities, that a requirement to attend evening meetings will be made and to work additional hours in excess of normal working hours.

Annual Leave:

22 days per annum with an additional 5 days leave after 5 years' of continuous service. In addition, employees will receive leave and payment for 8 Public Holidays and 4 annual /statutory days to be taken in accordance with their contract of employment.

Pension scheme:

Local Government Pension Scheme (LGPS).

Notice period:

One calendar month.

Place of work:

St Paul's Way Trust School. Some travel to other UST sites will, on occasions, be required.

Training and development:

Access to personal and professional development opportunities on agreement of the Director of HR.

Disclosure and Barring Check:

The successful candidate will be required to undergo an enhanced DBS Check.

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit <https://ats-ust.igp.co.uk/vacancies/> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.
- Provide two professional references, one of whom must be your current Headteacher/ employer.

Key dates

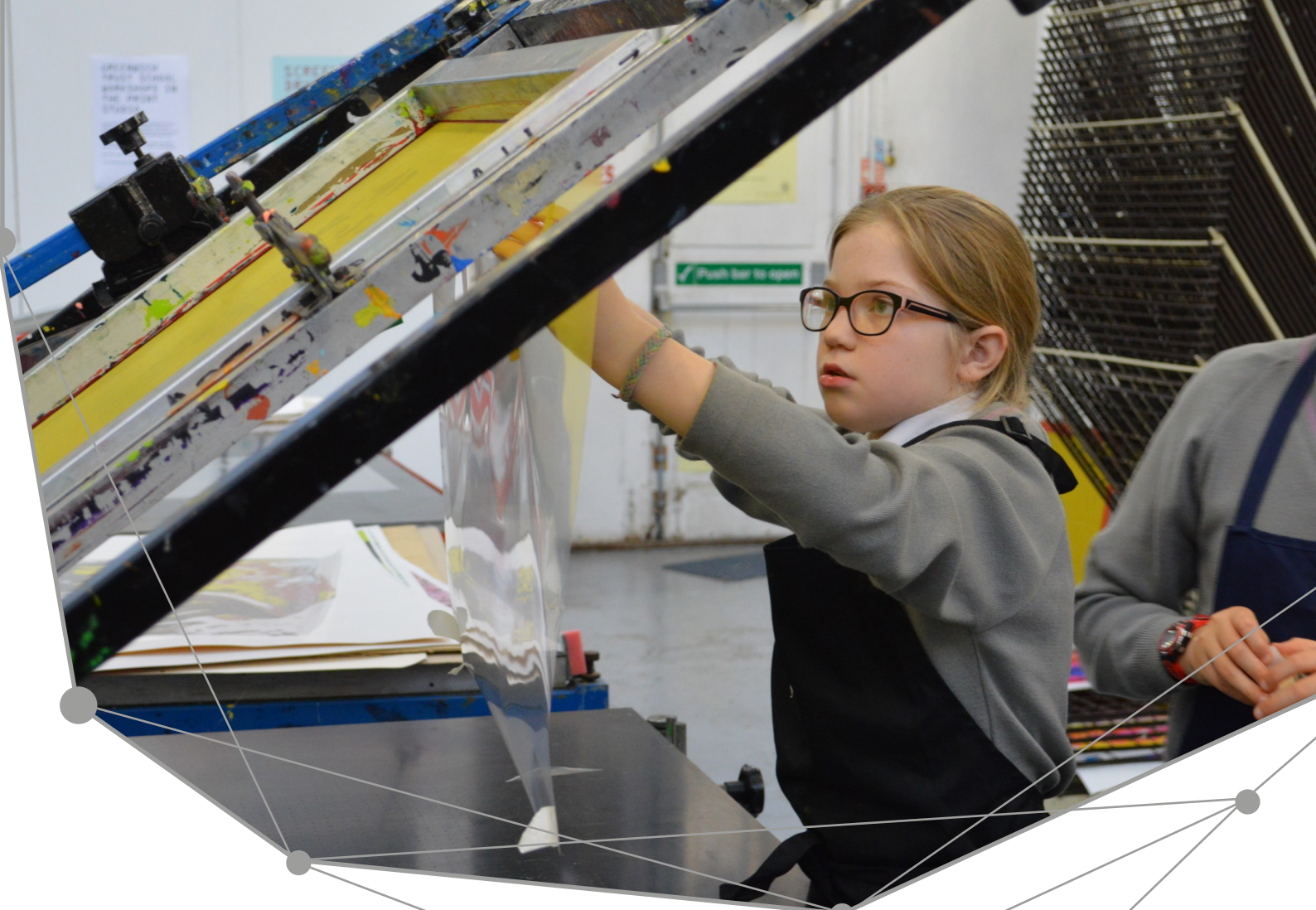
Closing date for applications: 9.00 am Monday 5th October 2020

Interview and assessment date: Tuesday 13th October 2020

Further information

To arrange a confidential and informal discussion about this role and/or visit, please email Rani Begum, HR Manager at St Paul's Way Trust School, at ranibegum@spwt.net.

You may also visit our Trust website www.ust.london.





UST

University Schools Trust

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