

General
HR
Assistant

Closing Date:
10th December 2023.
Early Applications encouraged.



Application Pack



Welcome

As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity, safeguards our children's wellbeing and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

Marino Charalambous

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Chief Executive Officer



“ Our mission is to provide every child and young person with an enriching and inspiring educational experience ”





Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



Woodpecker Hall Academy – Edmonton

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

Ms N Ross | Headteacher | Woodpecker Hall Academy



Kingfisher Hall Academy – Enfield

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

Miss G Vincent | Headteacher | Kingfisher Hall Academy



Enfield Heights Academy – Enfield

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

Mrs J Powrie | Headteacher | Enfield Heights Academy



Heron Hall Academy – Ponders End

TES Headteacher of the Year 2022

Finalists for the Pearson ‘Secondary School of the Year’ award 2021

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

Mr A Barzey | Headteacher | Heron Hall Academy

North Star Community Trust

Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



Job Description

Job Title	General HR Assistant (maternity cover)
Reports to	HR Manager / CEO
Location	North Star Community Trust
Hours	Full Time – 36 hours per week, 52 weeks per year
Contract Type	Fixed term up to 31/12/24
Salary	NSCT pay spine points 18-21 (£25,785 - £27,974 depending on experience) + Generous benefits.

Main Purpose of the role

As an integral member of the HR team, the post holder will take responsibility for providing day to day confidential and professional HR support service within the Trust, undertaking duties across a range of HR activities including recruitment and selection, data management, processing pension, payroll and DBS checks, reporting, compliance, minute taking and general HR administration. Maintaining the Trust's single central record and compliance with safer recruitment.

Key aspects of this role are supporting the administration activity relating to the employee life cycle and supporting the work of the HR team at our Academies. You will also play a key role in the administration of the HR system (EveryHR).

This is an ideal role for a candidate looking to develop and grow a career in HR. You will have the opportunity to learn practical aspects of the different areas of the HR function.

Key responsibilities:

1. Recruitment and Selection:

- To support the recruitment processes across the Trust, including posting adverts, providing administrative support for scheduling and booking interviews, liaising with the candidates and producing recruitment packs.
- Supporting Trust leaders to fill hard to place posts by working closely with reliable agencies and other recruitment channels.
- To support the administration of all statutory pre-employment checks including DBS, references, right to work, pre-placement health assessments and relevant new starter paperwork.
- To support the processing of staff appointment documentation for successful candidates, including offer letters, contracts of employment and payroll administration.
- To support the administration for staff personnel files.
- Ensure paperwork is in place to enable new staff to commence their appointments promptly.
- Support the HR team in ensuring that the Trust's Single Central Record is updated and accurate.
- To ensure onboarding is completed correctly for all new starters, ensuring all relevant HR information is collected and maintained (e.g. DBS checks, new starter paperwork dispatched, returned and contracts etc.).
- To support the initial induction process once the candidate is in post.

2. Data Management and Reporting:

- Administration of the HR Information Systems (EveryHR) to ensure that electronic employee records are accurate and up to date.
- To support with the coordination the Trust's School Workforce Census annual return.

3. HR Administration:

- To maintain an accurate and up-to-date electronic filing system for personnel records.

4. Employee Relations Administration:

- Support with the administration of employee relations casework. e.g. minute taking at absence, capability, grievance and disciplinary meetings.
- In liaison with payroll, ensure maternity, paternity, adoption and shared parental leave letters are administered in a timely fashion.

5. Payroll:

- Support the preparation of the monthly payroll as per agreed procedure; liaise with payroll where errors or omissions occur when required.
- Communicating all contractual changes to the affected staff.
- To support with the coordination of the Trust's annual performance management review. Prompting headteachers/line managers when needed.
- Administer documentations as requested for payroll audit.

6. Confidentiality:

- Ensure that confidentiality is maintained and in line with agreed NSCT policies and protocols.
- To undertake any other duties as and when commensurate with grade and experience.

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Person Specification: General HR Assistant

Qualifications	Essential	Desirable
CIPD Qualified level 3 or equivalent or qualified by experience		X
GCSE English & Maths – grade C, 4/5 or above (or equivalent)	X	
Technical skills and experience		
Strong IT skills; ability to effectively use Microsoft Office packages including Word, Excel, Teams and Outlook	X	
High level of attention to detail and high level of accuracy for data inputting	X	
Experience of using HR systems		X
Understanding of compliance requirements in academies and knowledge of Safer recruitment and 'Keeping Children Safe in Education'.		X
Experience of supporting the interview process, internal new starter processes and pre-employment checking		X
Experience of administering the recruitment process, supporting managers with recruitment campaigns, supporting the application tracking and shortlisting process		X
Excellent interpersonal communications skills, in person, by telephone and in email	X	
Experience of managing a busy workload with conflicting deadlines	X	
Personal attitudes:		
Conducts themselves professionally	X	
Demonstrable teamwork attitude	X	
Excellent relationship building	X	
Excellent organisation, efficiency and resourcefulness	X	
Takes pride in the organisation and in their work	X	
Resilient and able to work effectively under pressure	X	
Delivers quality results to agreed deadlines	X	
Takes the initiative to improve the status quo, and open minded to suggestions of new and improved ways of working	X	
Excellent attendance and punctuality	X	
Ability to meet tight deadlines	X	
A friendly professional manner and appearance	X	
Driven and self-motivated	X	
Administers correspondence and information requests in an efficient and timely manner	X	
Safeguarding: <ul style="list-style-type: none"> • <i>Commitment to completing all required in person and online Safeguarding and KCSIE trainings.</i> • <i>Commitment to equality of opportunity and the safeguarding and welfare of all pupils.</i> • <i>Adhere to the Academy's data protection procedures.</i> • <i>Willingness to undertake training.</i> 	X	

Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the roles available at the school and apply via the TES by clicking on the link here: [General HR Assistant \(Maternity cover\), Enfield - Tes Jobs](#)

Closing date for applications is: midday 10th December 2023.

We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

In line with KCSIE updates, an online search will be conducted as part of our due diligence checks on shortlisted candidates.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



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