



# Recruitment Pack

HR Officer  
St James School

Ted  
Wragg Trust



<b>Job Title:</b>	<b>HR Officer</b>
<b>Location:</b>	<b>St James School</b>
<b>Salary Grade:</b>	<b>Grade D</b>
<b>Closing Date:</b>	<b>9am Thursday 3rd February</b>
<b>Interview Date:</b>	<b>TBC</b>
<b>Required From:</b>	<b>28th February</b>

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**Join our team of exceptional colleagues who believe in an ambitious learning culture**

- Join 1,000+ Trust colleagues across Devon
- Committed and passionate staff
- CPD provision and progression opportunities
- Kindness and wellbeing is valued and promoted
- Outward facing



# Welcome from Lindsay Skinner, Headteacher

I would like to thank you for your interest in the role of HR Officer at St James School.

We are seeking to recruit a committed, hardworking and enthusiastic individual to provide efficient, effective and professional HR administration support to the Headteacher, senior staff and the whole school community.

You will have a minimum level three qualification in either Human Resources or a relevant field or you will be able to demonstrate significant experience in a similar role. You will have excellent time management and organisational skills, be able to prioritise workload and have excellent attention to detail. As the sole HR administrator for the school you will need to be self-motivated and able to use your own initiative. Support will be available from the wider Trust HR team.

Experience of delivering an effective HR Administration service including absence management, recruitment and contract administration is essential. Previous experience of working in a school environment with a knowledge of SIMs is desirable but not essential.

We can offer you the opportunity to work in a dynamic and passionate school, alongside dedicated and hardworking individuals who are together providing a personalised and aspirational educational experience for all our students. We can provide you with opportunities for professional development and support you further your career in education if desired. We are an inclusive school where all staff build positive relationships with children, parents and visitors to the school.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Lindsay Skinner". The signature is written in a cursive style.



# St James School

We value kindness and work to be kind in all our interactions and engender the same in our students.

St James is a thriving, diverse and ambitious community with 980 pupils. We are an 11-16 mixed comprehensive school that is consistently one of the highest performing in the area. We perform so well because from the moment they join us, we ask our pupils to work hard and be kind. These two behaviours epitomise what we think is important for both pupils and staff alike.

Our school is situated in the East of Exeter on a new, purpose-built site which means we benefit from excellent facilities, including an art and photography suite with gallery, an amphitheatre, a drama studio and a theatre with full rigged lighting and raked seating, a 4G full sized pitch, a greenhouse, allotments and significant school fields.

At St James, we value teachers' time which is why we have a sensible marking policy for classwork meaning that you are not routinely expected to handwrite feedback to pupils. Additionally, we have an automated system for homework which is planned, set and checked for you. All this saves you time so that you can focus on getting to know your pupils and planning the very best lessons for them. Across EBACC subjects, we have a common curriculum with fully resourced schemes that you simply need to refine for your classes' needs.

Our classrooms are disruption free as our behaviour system removes pupils who do not follow our lesson expectations. All sanctions are centralised so that you can simply get on with your job: teaching.

We ensure that our students are outward facing and enjoy a full range of experiences and opportunities whilst they are at St James. We help develop open minded, receptive and kind people, who embrace new ideas and change and who enjoy life and want to explore it by experiencing new things. The arts are core to our curriculum and are the beating heart of our school. All students partake in the arts and are given the opportunity to take the full range of arts qualifications at KS4.

More than 70% of our pupils complete the English Baccalaureate, and, as a result, we see our students invited to join elite post-16 programs, such as the Exeter Maths School and the Reach Academy.

The core of our ambitious learning culture is a broad, knowledge-rich curriculum, which is cohesive, cumulative and effectively sequenced. Our common curriculum is academic, rigorous and challenging, and designed with long-term memory in mind; students' knowledge, skills and understanding are cemented by frequent and systematic revisiting.

Our colleagues are  
incredibly  
committed and  
passionate about all  
that they do



Our curriculum aims not only to provide students with the knowledge and skills to obtain optimum GCSE outcomes but also to develop a love for subjects, acquiring knowledge and skills which set them up for future studies. Through a curriculum which, for us, encompasses every aspect of school life, we are developing our community of young people to have deep agency with their learning: they are curious about the world around them and proud to be learning with us.

We are committed to providing the very best environment for professional growth, believing that this is key to fostering an innovative and a progressive atmosphere. Our colleagues are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities, together with a relentless focus on staff wellbeing. If you are reflective in your approach and have a desire to be part of a highly successful school improvement team then this is the school for you.

Like Dylan William, we believe 'every teacher needs to improve, not because they are not good enough, but because they can be even better'. That's why our teachers receive weekly coaching sessions so that they can reflect on and refine their practice. We don't carry out formal, graded lesson observations as we believe our focus should be on helping teachers improve, rather than prove their practice.

Ofsted judged us to be a strong Good in our inspection in 2018. Our results in 2019 saw our students sustain the high level of performance of recent years. Headline figures show that 65% of students left with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths. 77% of students achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued.

We value kindness at St James and work to be kind in all of our interactions and engender the same in our students. So, if you like to work hard and be kind and you like your pupils to do the same, St James School is the place for you.

#### **The Governing Body:**

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



# Job Description

Job Title: HR Officer  
Location: St James School  
Responsible To: Head of Business Support  
Salary Grade: Grade D

## Key Purpose of Job

- To support the Headteacher and Head of Business Support by providing a comprehensive HR Administration Service across the School, aligning processes and delivering consistencies in line with Trust procedures.

## Key Responsibilities of the post

- Provide comprehensive, customer focussed, solution based, effective and efficient HR administration service to the Headteacher, Head of Business Support and wider school community in accordance with policies and procedures - seeking guidance from the Trust HR Manager/ HR Officer where appropriate.
- Act as a first point of contact for all HR enquiries, providing a triage service for more complex HR matters and ensuring effective and timely response to all matters.
- Develop and maintain processes to support a full range of HR administration activities, working collaboratively with the Trust HR Officer and HR Manager to embed Trust wide systems.
- Manage all electronic staff personnel files ensuring all records are current and in line with the Trust's Records and Retention Schedule and in full compliance with GDPR.
- Co-ordinate the administration for recruitment, developing and producing documents and all other administration needed to ensure interview days are successful - offering administrative support to appointing managers where needed.
- Manage HR administration for the whole of the employment cycle, producing new starter documentation and information for managers to enable them to respond to matters timely and in accordance with policy and statutory requirements.
- Managing and reporting on staff absence in line with the Trust's Managing Staff Absence Policy and supporting the Headteacher and line managers with formal absence processes.
- Work closely with Finance and Payroll colleagues to ensure all payroll and pension administration is completed within deadlines.
- Maintaining the Single Central Record and all appropriate records enabling the Trust to demonstrate compliance with best practice to safeguard our students.
- Ensure the safety of all students and staff by coordinating all DBS and other safeguarding checks and training for all staff, volunteers and other regular visitors to the school in line with Keeping Children Safe in Education.
- Support statutory requirements by producing the School Workforce Census for the Department of Education.
- Produce HR data when required including absence, safeguarding and recruitment data for the termly Headteacher's Report for governors.
- Act as Wellbeing Champion for the school, leading on wellbeing initiatives, promoting the Employee Assistance Programme and other wellbeing services and administering the Hero of the Week awards for celebrated staff.
- Provide cover for Reception.
- Working as part of the wider administration team, undertake administrative functions to support colleagues to offer resilience, provide cover (in times of absence or significant peaks in workloads) and offer support to new and developing colleagues.
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children actively promote best practice and ensure all employee records are maintained to demonstrate they have fulfilled the requirements for Keeping Children Safe in Education.

## Working Environment & Conditions of the post

- Normal office environment.
  - In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
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## Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

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# Person Specification

## Job requirements

Essential/  
Desirable

### Knowledge and Experience:

- Experience of successfully developing and delivering a HR administration.
- Working within a busy administration team.
- Experience of working with Microsoft packages including Outlook, Word, Excel and PowerPoint.
- Experience of delivering high quality customer care.
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- Working within a busy administration team.
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- Experience of delivering high quality customer care

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Essential  
Desirable  
Desirable  
Desirable  
Desirable

### Skills:

- Highly organised with strong attention to detail.
- Able to proactively identify opportunities for improvement and develop and embed processes to support the function.
- Ability to prioritise workload effectively to meet deadlines and manage competing demands
- Excellent time management skills.
- Excellent communication and inter-personal skills.
- Excellent problem-solving skills.
- Ability to use initiative and work autonomously.
- Committed to maintaining confidentiality and Act with a high degree of integrity. representing the full values of the Campus.
- Proven tact and diplomacy skills.

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### Qualifications/ Training:

- GCSE (or equivalent) in English and Mathematics at grade C or above
- Level 3 or equivalent experience in an HR administration role.
- Relevant CIPD qualification.

Essential  
Essential  
Desirable

### Personal Attributes:

- A supportive and co-operative team member
- Committed to equal opportunities
- A flexible approach
- A positive attitude and commitment to equality
- Ability to encourage ideas, initiative and innovation in others
- Highly motivated and reliable
- Ability to manage own time well to meet competing and frequently changing demands

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# Ted Wragg Trust

The key aspect that makes this Trust exceptional is that, with the 'Members', we have an inspirational progression route from an Outstanding Primary, through to an Outstanding FE College, to a world-class, top 10 Russell Group University.

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement
- Provide a common sense of purpose with a focus on outstanding teaching and learning
- Offer an excellent educational experience so that every student fulfils their potential
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed

We have grown to 12 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>

# Staff Wellbeing

More reasons to join St James  
and The Ted Wragg Trust!



- Cycle to work scheme.
- Staff celebrated in weekly, Christmas and yearly awards.
- Complimentary tea, coffee, sugar milk for all departments.
- Staff sport including football, yoga and aerobics – all staff welcome to join.
- An annual flu jab for all staff if required.
- Staff socials and other events organised by our Director of Fun!
- Trained in-house Wellbeing Champion, providing access to free support and resources.
- On-site free parking.
- Cake at break – fortnightly.
- A flexible approach to family commitments and 2 days paid for non-emergency illness of dependants.
- Opportunities for career and personal development.
- Employee assistance programme including free counselling
- Discounted Gym membership.
- Secret buddy scheme – helping us to care for each other.



# How to Apply

If you would like further information please contact our Head of Business Support, Clive Nevill by email at [CDN@stjamesexeter.co.uk](mailto:CDN@stjamesexeter.co.uk).

Applications are to be sent to [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk) school no later than 9am on Thursday 3rd February 2022. Application forms are available on our website [here](#).

## **Application Requirements:**

Candidates are asked to complete all standard information requested on the application form including a supporting statement confirming their suitability for the role.

## **Interview Process:**

Interviews will take place week as soon as possible. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.



# Recruitment Pack

Thank you for your interest!

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Wragg Trust