



Job Application Pack

HR Advisor

Full Time, Term Time + 4 weeks
Pro-rata salary - £24,957 - £26,741 per annum
(Support staff scale 46 – 51)

Closing Date: 09:00am, Monday 21 October 2019

Letter from the Principal

Dear Colleague

Thank you for your interest in working at Djanogly City Academy.

I am immensely proud to be the Principal here and I want everyone who comes to Djanogly to be an equally proud partner in one of the most successful schools in the country. Our work is about making a real difference to children's lives so that they can in turn make a demonstrable difference to their communities, our city and our world.

We serve a diverse community in inner-city Nottingham, with high levels of disadvantage and deprivation to deal with, but it's our duty to give the young people of Nottingham City the best possible life chances and opportunities to be successful. Our students are fantastic young people and the job satisfaction that we all have from working with them and being part of our Djanogly community is enormous.

We refer to children at Djanogly as scholars and that is because at the heart of what we do, every child matters to us and we believe that every child will succeed with us and will 'graduate'. Our motto is, 'Achievement: No excuses'. Our expectations for academic standards and for behaviour are therefore unapologetically high.

Whilst our success is necessarily measured through our scholars' examination results, it is also, and very importantly to us, measured through their character development, their greater commitment and the resilience they demonstrate in all that they do. It is then our responsibility to demonstrate and model these values in all that we do in our work with them. Djanogly City Academy is on a very fast-paced journey to becoming a beacon of excellence, and as we move towards this, we must consider the work of all, staff and scholars, to be unfinished until it is the very best that we can make it.

If it helps your decision-making processes, you are most welcome to come and look round our school to get a real feel for our ethos and to meet some of our team. If after visiting us, or indeed now, you feel that our mantra resonates with you and you too want to have a big impact on the lives of our children and their families, I would very much like to hear from you. We aim to be the very best and need more excellent professionals to join us to make that a reality.

I look forward to reading your application.

With thanks and best wishes

Andy Smith
Principal

Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.


As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

Application Details

Thank you for your interest in the HR Advisor vacancy at Djanogly City Academy.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Smith, which clearly demonstrates your suitability for this role. Applications can be submitted via email to DCAJobs@djanogly.notts.sch.uk with **HR Advisor** in the subject line, or by post, for the attention of Mr. Smith, to the following address:

HR Department/Jobs
Djanogly City Academy
Gregory Boulevard
Nottingham
NG7 6ND

Application forms

These can be downloaded from the school website www.djanogly.notts.sch.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 09.00am on the closing date of Monday 21 October 2019.

Interview:

Interview for the role will be held shortly after the closing date of Monday 21 October 2019.

Safeguarding

Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

JOB DESCRIPTION

Job Title	HR Advisor
Reporting to	Principal Mentoring and professional advice from Head of HR at DLT
Salary Grade	46 to 51 points
Hours and weeks	Full time – 37 hours per week Term time only plus 4 weeks (total 43 weeks per year)
Job Purpose	Responsible for the effective and efficient operation of the HR function at Djanogly City Academy. This role combines HR administration with involvement in HR casework and liaison at a senior level with managers

Information about the role

This is an HR generalist role in a busy academy with approximately 150 staff. The role is front-facing and will deal with enquiries from staff who call into the office, email and phone. It is extremely varied and no two days are the same. It will suit someone who thrives on juggling lots of tasks and meeting deadlines. The role is a mixture of HR administration and casework and liaison with senior leaders so requires a set of skills and experience to ensure that all aspects and responsibilities are achieved. A recruitment background would be useful and an ambition to develop the HR role and to work towards CIPD qualifications is essential.

In return for your contribution we will develop your HR skills and knowledge and in time would be willing to sponsor you for level 7 CIPD qualifications.

Responsible for:

- Ensuring all aspects of HR administration, including new starters, leavers, variations, maternity, performance reviews, absence, references etc. are produced and paperwork completed and entered into the HR database accurately and on time
- Responding to staff enquiries in a timely manner with correct information, raising issues as appropriate with line leaders
- Leading on the organisation of the recruitment process and paperwork for employees and agency supply staff, liaising with the Principal's PA as appropriate
- Providing advice to line leaders on the HR policies and procedures to follow for HR related situations

- Liaising with the Head of HR for DLT regarding advice on complex cases and HR quality monitoring
- Preparing the monthly payroll information to be sent to the internal payroll service, completing necessary processing and documentation and attending the monthly payroll meeting with Head of HR
- Ensuring the single central record is up to date at all times in the format required by Ofsted and leading on the meeting with Ofsted when inspected
- Data inputting of information into HR systems to support payroll processing in all aspects of delivery to ensure accurate and timely returns
- Monitoring fixed term end dates, probationary periods, absence triggers and taking appropriate action to support managers with the process
- Producing contracts of employment and new starter paperwork
- Administration, monitoring and authorisation checks for DBS and pre-employment records
- Supporting HR casework with documentation, advice on the process, attendance at meetings for investigations, disciplinary, capabilities, grievances and appeal situations.
- Ensuring that all activities are legal and meet government and academy requirements
- Supporting any restructuring or redundancy situations that may arise from time to time
- Accurately recording and reporting on information relating to statistics relevant to HR role
- Contributing to the review and updating of all policies in the HR area
- Ensuring customers are treated in accordance with positive HR standards and providing an approachable and open service to staff
- Providing cover for other members of team as requested
- General office administration including filing, telephone messages and dealing with general enquiries
- Maintaining complete confidentiality and work within agreed customer service levels

PERSON SPECIFICATION

SHORT-LISTING CRITERIA

- CIPD level 5 qualification or working towards
- Experience in recruitment agency or internal recruiter
- Experience of delivering HR or recruitment on a face-to-face personal basis
- CPD log and current employment law knowledge

SKILLS AND EXPERIENCE (to be assessed at interview)

- Good organisational skills and attention to detail
- Microsoft office skills and admin experience
- CPD records and membership of the CIPD
- Good numerical skills
- Ability to compose and write letters with good grammatical and accurate English

PERSONAL QUALITIES

- Enthusiasm
- Ability to multi-task and prioritise
- Positive
- Have an interest in people and HR issues
- Ability to communicate to all levels of staff
- Team player
- Hands-on
- Willing to learn and progress
- Customer orientated
- High level of Microsoft Office skills including excel
- Good telephone manner

Overview of the Academy

Ethos

The Djanogly City Academy has a very clear and distinctive ethos. Our culture is highly aspirational, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We have a clear message to guide all students in their daily lives; Work Hard, Be Kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our academies within the Djanogly Learning Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.

Curriculum

At the Djanogly City Academy, Key Stage 3 students undertake a two-year programme that covers all the National Curriculum subjects. Students will be taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three-year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject, such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, Technology and PE supplement the core curriculum.

About the Academy

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located

on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

For more information about the academy visit:

www.djanogly.notts.sch.uk

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.