



Moseley School and Sixth Form



Human Resources Administrator Information Pack

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.





Moseley School and Sixth Form

Moseley School and Sixth Form
Wake Green Road
Moseley
B13 9UU

T: 0121 566 6444
E: enquiry@moseley.bham.sch.uk

Headteacher: Mr R. McBrien BSc MEd NPQH

Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form.

This is an exciting opportunity to make a significant difference to the life chances of our staff and students. You will have a significant role in building on the good standards already achieved at Moseley School and Sixth Form. We are currently ranked in the top 14% of schools in England for the progress students make from KS2 to KS4 and 7th across the city for progress made by students in KS5. We aspire to provide the best educational opportunities and outcomes for all our students.

Please explore our website and read through the additional materials included in this pack to find out more about us. The job description and person specification give you an indication of scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **8am on Monday 18th September 2017**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. **Interviews will take place on Thursday 21st September 2017.**

Yours faithfully,

Roger McBrien
Headteacher





Moseley School and Sixth Form

Post Title:	Human Resources Administrator
Salary & Grade	Grade 2, (£15,507 TO £18,560), £9,304.20 - £11,136 0.6fte
Contract Type:	Part time 22 hours per week - 0.6fte (working pattern over three, four or five days - flexible to suit candidate)
Contract Term:	Permanent

We are looking for an experienced and accomplished Human Resources Administrator to join the school. This post is a vital role in the school, providing support to the Human Resources Manager, and as a HR team providing operational human resources support to the staff, leadership team and governing body.

Are you an individual with excellent administrative skills and an interest in HR? Do you enjoy making a difference?

We are looking for a Human Resources Administrator who is able to support the Human Resources Manager with updating, streamlining and embedding practices.

You will also assist the Human Resources Manager in providing operational guidance, support and action on all HR matters. You will have strong administration skills and be able to produce accurate work. It is essential that you have excellent communication skills and are able to work with tact and discretion within a human resources environment. You will be confident, have excellent organisational skills and be a strong team player.

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1300 students, 160 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

If you would like to arrange a visit contact Jenny Thompson, Human Resources Manager, on 0121 566 6468. Download an application pack from our website www.moseley.bham.sch.uk or contact Emma Holland, PA to Headteacher, on 0121 566 6441.

Closing date: 8am Monday 18th September 2017

Interviews date: Thursday 21st September 2017

Completed applications should be returned to Emma Holland, PA to Headteacher, Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU or via email to recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role.





Job Description

Post Title: Human Resources Administrator
Reporting to: Human Resources Administrator
Salary / Grade: Grade 2, (£15,507 TO £18,560), £9,304.20 - £11,136 0.6fte
Disclosure Level: Enhanced
Working Time: Normal working hours Part time 22 hours per week - 0.6fte. All-year round.
Direct Report(s): Not Applicable

Core Purpose: To ensure the efficient operations of the Human Resources functions supporting the Human Resources Manager. To provide a professional, efficient and effective HR administration service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.

Main Duties / Responsibilities

Main Purpose

- Provide a professional, efficient, confidential and proactive HR support service
- Produce quality work that meets deadlines and is accurate and professionally presented
- Ensure compliance with HR policies and procedures and seeking further advice from the Human Resources Manager as necessary
- Be the first point of contact for HR related enquires
- Deliver excellent customer service at every opportunity

Recruitment & Appointment

- Support the PA to Headteacher with recruitment administration at peak times
- Prepare offer letters, contract variation letters and contracts as required
- Process DBS checks in line with current guidance
- Administer the Single Central Records in line with current guidance
- Prepare induction packs for all staff

Staffing & Payroll

- Process any changes to role, grade or pay as per the agreed procedure
- Support the Human Resources Manager with payroll and pensions administration, ensuring accuracy and compliance
- Support the Human Resources Manager with the annual appraisal, performance management and pay review administration

Human Resources Administration

- Undertake the form raiser role for the HR Portal system
- Maintain logs and monitoring for pecuniary interests, equal opportunities, recruitment feedback etc. and provide reports as required
- Create and maintain personnel files
- Support the Human Resources Manager with the production of statutory returns e.g. Workforce Census, Pension Returns
- Keep the electronic personnel records and the SIMS personnel system up to date
- Provide accurate and timely management information as and when required
- Support the Human Resources Manager with the production of reports for the Governing Body
- Provide Human Resources support at formal Human Resources meetings, including drafting invite letters and attending meetings as a note taker
- Ensure compliance with the Data Protection Act at all times
- Liaise with HR Operations & Consultancy support provider, as and when required.

Absence Management

- Maintain absence records for internal and payroll purposes
- Create absence reports as required



- Assist the Human Resources Manager in the referral of staff to occupational health as required and in the coordination of any reasonable adjustments as recommended by occupational health

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Personal Specification

POST TITLE: HUMAN RESOURCES ADMINISTRATOR

Qualifications & Experience	Essential Desirable	E/ D
<ul style="list-style-type: none"> • Educated to NVQ L2 or equivalent • Generalist HR Administration experience • Experience operating HR databases • Evidence of further professional development • CIPD qualified or working towards qualification • Experience of working in an education setting 	E E E E D D	
Skills and Abilities		
<ul style="list-style-type: none"> • Excellent interpersonal skills, confident individual who can communicate in a professional manner • Able to work alone or in a team, able to use initiative • Excellent, administrative, IT skills, Word and Excel or equivalent systems. • Excellent telephone manner • Strong numerical skills. • Excellent written and oral communication skills • Excellent organisational skills 	E E E E E E E	
Other Attributes		
<ul style="list-style-type: none"> • Proactive, flexible and adaptable • Punctual and conscientious • Excellent attention to detail and accuracy • Discretion, tact and confidentiality at all times. • Good time management and the ability to prioritise workload • Able to work under pressure and to deadlines, and produce accurate results • A sense of proportion and humour • Can Do attitude • Passionate about HR! 	E E E E E E E E E	

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This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.





What we can offer you

Following a recent staff survey, 100% of the 160+ staff here at Moseley School and Sixth Form agree or strongly agree that they are proud to be a member of staff here.

We are fully inclusive and provide a wide range of programmes to enhance employee wellbeing. This includes heavily discounted membership to our fully equipped Health and Fitness centre and a car parking space on site for every member of staff.

Moseley School and Sixth Form is committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. Over the last two years there has been a deliberate shift to a school-based model, increasing collaboration and the opportunity for reflection.



In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.

We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs, team building events, sports and health classes.

We pride ourselves on being friendly and welcoming to everyone visiting our site and provide comprehensive induction processes to ensure that your transition into Team Moseley is as smooth as possible.

We have a very positive ethos and excellent staff/student relationships; we value our staff both as individuals and as professionals and are committed to their personal and professional development.

Moseley School first opened its doors in 1923 and we still use the excellent facilities housed in our grade two listed building along with a modern building which opened in 2012. We cherish our proud history and are excited about our bright future.

We are based in Moseley, Birmingham, on a large and beautiful site. The 600 year old suburb recently topped the list of Britain's top 50 urban districts and was praised for its "village community". Moseley School and Sixth Form is based 4 miles from Birmingham City Centre with a train station a 20 minute walk away and buses running every 4 minutes from the city.



Moseley School and Sixth Form's purpose is to inspire excellence in character and scholarship.

Our vision for Moseley School and Sixth Form in 2018

Moseley School and Sixth Form is an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. All the School's systems are geared to support the progress of all students. The curriculum, assessment, staffing, timetable, technology and other resources enable each student to receive personalised support to achieve ambitious goals. A global perspective that celebrates diversity and respect for individual rights pervade the school and nurture responsible citizens and independent thinkers. The School is a place in which all staff develop as leading professionals and make a significant contribution to the educational community in Birmingham and nationally. Staff and students receive support and guidance to prepare them for the next step in their careers.

Moseley School and Sixth Form is a safe and healthy school that enables students to thrive. We want to work in an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective partnerships with all our stakeholders, especially parents and carers. All students have opportunities to broaden their social and cultural horizons. The school provides a clear moral framework based on shared values in which the students feel safe and can flourish. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward looking; a place where staff and students enjoy memorable experiences.

Moseley School and Sixth Form is a place where staff and students are aware of how personal and political decisions affect the future of the environment and of their responsibility to help to sustain our planet. We are a caring community where positive personal relationships have a civilising influence. We recognise the potential in everyone and we support and challenge everyone to achieve their potential. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School's diverse communities share the vision and purpose of the school and through developing character and scholarship achieve excellence.

Moseley School and Sixth Form Values:

We expect all members of our school community to embrace our core values: **Respect, Endeavour and Compassion**





2016 Results

Key Stage 4

64% of students achieved a C or above in English.

50% of students achieved a C or above in Mathematics.

41% of students achieved A/A* grades.

Progress for our lower ability students is in the top 15% of all schools nationally.

Key Stage 5

94% of students achieved 3 passes with an average of a grade C.

96% of vocational students achieved Distinctions or Distinction*.

Progress for our academic students is expected to be in the top 7% of all schools and colleges nationally.

Progress for our vocational students is expected to be in the top 1% of all schools and colleges nationally.





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Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

Key Stage 3

At Key Stage 3 all students will study the following subjects

English	Religious Education
Maths	Design Technology
Science	Art
PE	Computing
Modern Foreign Language	Drama
History	Music
Geography	PHSE

Key Stage 4

At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

Sixth Form

The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **98% of our students achieved places at their first choice university in 2016.**





Pastoral Care

Student Welfare

Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House and a non-teaching House Pastoral Manager.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

Celebrating Success

Students Excellence, Character & Scholarship is celebrated as we believe it is important to promote an ethos of success. We celebrate all successes through our Moseley rewards system. Students have the opportunity to earn awards through demonstrating excellent attitudes to learning (Scholarship) and positive conduct (Character).

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Moseley and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies. As long term rewards each term students aspire to earn places on our Gold, Silver and Bronze rewards trips where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school's history.

The six houses of Moseley also compete for our four house cups for Attendance, Punctuality, Conduct and Attitude to learning. These are presented to the house student leadership teams each half term by the head teacher and cups are displayed in our main hall.

Student Conduct and Attitudes to Learning

Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents, we work in partnership to instil the positive values of respect and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to develop positive attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn.





Support for Learning

We believe every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form your child's safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

SEND/EAL

Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs. Students are identified for targeted interventions, including EAL, literacy and numeracy 'catch up' sessions. These are delivered by our team of specialist graduate coaches during the school day and after school in enrichment clubs. The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

Assessment and Specialist Provision

We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible.

We also offer a large number of extra-curricular activities and clubs at lunch times and before and after school.

Quality First Teaching and Learning

In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by differentiating teaching methods and resources. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.





Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in scholarship and character. We provide our students with opportunities to develop their character through many extra-curricular activities.

After lessons finish each afternoon there are opportunities for students to extend their learning and also explore other interests. Chess Club, Debate Mate, Game Design, International Club and Games Clubs are just a small sample of opportunities available.



There are also many sports clubs available for student to try out new sports as well as opportunities to represent the school in competitive sport. Students also have the opportunity to watch live sports events. Students have been to Edgbaston to watch England play cricket, to the NIA to watch the National Basketball Finals, are due to attend 2017 British Gymnastics Championship and to Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2017 our production of 'The Witches' by Roald Dahl, achieved local acclaim and awards, as did our 2016 production of 'Our Day Out'. There are regular opportunities for students to perform music and drama through 'Moseley's got talent'.



In Year 7 all students have the opportunity to go on a residential to an outdoor activity centre in surrounding countryside. This experience builds confidence and friendships which help new students to settle quickly and form good relationships with staff and other students.

Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people; a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas – regular physical activity (**Get Active, Stay Active**), exploring a personal interest (**My Interests**), working for the good of the community or the environment (**Me and My World**) and completing an outdoor activity or challenge (**Adventure**) and is designed so that participants move from **Bronze**, to **Silver** and then to **Gold** with increasing levels of, commitment, learning, and challenge.



The prestigious Duke of Edinburgh's Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme.

For our students who are not yet old enough to join the Duke of Edinburgh Award, we give them the opportunity to complete Moseley Edge. The scheme has been designed to develop key life skills and attributes that employers are looking for. These include: leadership, organisation, initiative, resilience and communication. Completing will give students an accreditation, which will acknowledge the personal achievements made by the students outside of their traditional academic studies. This accreditation is offered at three levels, Year 7 will begin at the Apprentice level, as they get older they will move onto the Graduate and Masters programmes.

