



HUMAN RESOURCES ADVISER

37 hours per week, 52 weeks per year

Based across all Bernwode Schools Trust sites



About Bernwode Schools Trust

Bernwode Schools Trust (formerly Bicester Learning Academy) was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.



The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.

About The Cooper School



Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives, teamwork and co-operation.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

In our last Ofsted report our school was praised because:

- We "are driven by a desire to raise the aspirations of all pupils and have maintained and developed the culture of school improvement".
- "There is a caring, nurturing and inclusive ethos that permeates the school".
- "The climate for learning is very positive and the level of pupil engagement is high".
- we "have placed high importance on the development of staff and there is a rich and varied programme of professional training, which is helping teachers to improve their practice".

Please have a look at the full Ofsted report which can be found here:

<https://reports.ofsted.gov.uk/provider/23/141069>

The school was delighted by the success of its Year 11 students in 2019, with 67% of students obtaining 5 or more 4+ grades, including Maths and English at GCSE.

About Glory Farm Primary School



Glory Farm Primary School is situated to the north east side of Bicester and serves a development of local authority and owner occupied housing. The school occupies a safe and secure site shared with Bardwell Special School and The Cooper School. We are fortunate to have a large playing field and two play grounds complete with three outdoor adventure areas. The school has grown substantially since opening in 1977, from just under 200 pupils to the current roll of just under 400 pupils. A major building programme took place in 1991 – the school is spacious and attractive.

Pupils start in our Foundation Stage unit when they are four years of age. They become full-time in the September of the academic year of their fifth birthday.

The school aims to 'provide for all children an education which will enable them to take a full, active and confident part in society and which will enable them fully to develop personal and social skills whilst learning and enjoying a broad range of subjects'.

The internal environment is important to us and we strive to provide an ordered and friendly learning environment where children's endeavours and achievements are celebrated in an appropriate way. Spaces are also seen as important opportunities to stimulate the learning process.

The school is designed for teaching in a flexible situation, and is built around a central forum area, providing an environment that allows the whole school to work together in a collaborative environment.

The link between the school and its community is highly valued. Parents are very interested in their children's progress and give good support to the school. There is a very active Parent Teachers' Association that raises substantial funds. Whilst the school is large, parents often say that they are pleased that the school provides a 'happy family atmosphere' – this has been the case for many years and continues to be the view expressed by both parents and visitors!

In our last Ofsted report our school was said to be:

- "ambitious for pupils and staff and have a shared vision for the education (we) want to provide"
- "relentless" in our "efforts to keep improving outcomes for all groups of pupils", with "pupils making good progress overall".

Please have a look at the full Ofsted report which can be found here:

<https://files.ofsted.gov.uk/v1/file/2706725>



The Vacancy

An exciting opportunity has arisen to join Bernwode Schools Trust as **Human Resources Adviser**. This is a permanent position of 37 hours per week, 52 weeks per year. It is based at The Cooper School, although the successful candidate will be expected to work across all Bernwode Schools Trust sites.

As a part of our team you will need to be efficient, pro-active and solution-focused, with the ability to prioritise work within a fast-moving environment, whilst remaining calm under pressure. Attention to detail and the ability to manage a varied workload is essential, along with strong administrative and customer service skills. This is an exciting opportunity for a focused and positive individual to assist the HR Manager with all aspects of HR across the Academy. The position has a strong focus on payroll administration.

The starting salary will be Grade 7, scale point 13, currently £22,021 per annum, increasing annually by increments to £23,836 per annum.

We offer:

- an excellent pension scheme;
- competitive salary with annual incremental progression;
- 27 days annual leave per year plus bank holidays (annual leave entitlement increases with length of service);
- a supportive and friendly working environment;
- access to Employee Assistance Programme (24/7);
- in-house training opportunities;
- a commitment to Continual Professional Learning and Development;
- a vibrant and diverse environment where everyone is valued.

In return we are seeking a candidate who:

- has a CIPD qualification or equivalent relevant experience in Human Resources to work in a small but busy HR team;
- has strong computer skills, particularly in using spreadsheets, but with an aptitude to use all computer systems for the academy;
- is adaptable, flexible and calm under pressure;
- can work independently, as well as part of a team, exercising initiative appropriate to the level of the role.

Please contact Human Resources with any questions by email
recruitment@bernwodeschoolstrust.co.uk.

Job Description

Job title	Human Resources Adviser
Grade	7
Working hours per week	37 hours
Working weeks per year	52 weeks
Permanent/temporary	Permanent
Principal place(s) of work	Based at The Cooper School but working across all Bernwode Schools Trust sites
Immediate line manager	Human Resources Manager
Staff managed	None
Job purpose	To provide a professional human resources and payroll administration service for the Bernwode Schools Trust.

Main Duties/Responsibilities:

- To assist the Human Resources Manager in providing HR support to the Academy.
- To be the first point of contact for all human resources queries, providing information and advice where possible and referring to the Human Resources Manager or relevant person as required.
- Support the Human Resources Manager and complete delegated tasks, including responding to queries, providing information to employees, maintaining accurate employee records and all administration required by the department.
- To act as an advisor for all employee issues from an early/informal HR stage.

Payroll

- To assist the Human Resources Manager during the monthly payroll process including all administration needs and submission to the external payroll provider
- To assist the Human Resources Manager with staff pay queries and other remuneration issues.

Trust

- To assist the Human Resources Manager to provide detailed analysis and evaluation of data and produce detailed reports and other information as required.
- To assist the Human Resources Manager with the Workforce Census as required by the Department for Education.
- To undertake Safer Recruitment training (and refresher training as required)
- To support the Human Resources Manager with the recruitment and selection of all academy staff, including the development of job descriptions and person specifications, advertising all vacancies and participating in shortlisting and interview panels as required.

- To assist the HR Manager in maintaining the Trust's safeguarding logs including the Single Central Records.
- To assist the HR Manager in maintaining the Trust's Management Information Systems (MIS).

Additional duties

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

Person Specification

	Essential criteria	Desirable criteria
Education	<ul style="list-style-type: none"> A good general education including GCSE Maths and English at grade C or above (or an equivalent qualification). CIPD qualification or equivalent HR experience. 	<ul style="list-style-type: none"> Member of the CIPD (Associate level and above)
Relevant knowledge and experience	<ul style="list-style-type: none"> Good working knowledge of employment an appropriate legislation Previous experience of working in an HR environment and providing generalist advice Previous experience of payroll administration An understanding of confidentiality and GDPR. 	<ul style="list-style-type: none"> Previous experience of working in a school environment
Relevant Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent written and verbal communication skills Able to work effectively in a team and use own initiative Excellent administration skills Good IT skills including Microsoft Word and Excel The ability to record and analyse data using a range of information systems High attention to detail and able to work to a high level of accuracy. The ability to work under pressure and meet deadlines 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others. Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. A commitment to safeguarding children. 	



How to apply

Further details and an application form are available on the Academy website www.bernwodeschoolstrust.co.uk or please contact Human Resources by email recruitment@bernwodeschoolstrust.co.uk

Bernwode Schools Trust have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.

Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.