



CANDIDATE INFORMATION BROCHURE

GREENSWARD ACADEMY



To inspire young people to make their best better

Dear Candidate

Thank you for taking the time to apply for the HR Administrator role at Greensward Academy.

Greensward Academy is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Greensward Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team





Greensward Academy

Greensward Academy is a co-educational 11-19 comprehensive independent Academy with Specialist School status. Greensward Academy's approach is based on delivering excellence in teaching and learning. We will encourage creative, responsive and effective approaches to learning and teaching for all students. This will ensure a continuous and consistent focus on student achievement and development in all areas.

We will drive innovation in education ensuring Greensward is able to respond to a changing world and that the skills, learning and aspirations of our students are developed and enhanced through creative personalised learning and excellence in teaching.

There are approximately 1444 students and 181 staff, including 96 teaching staff. It is organised as follows:

- Key Stage 3 - Years 7, 8 and 9
- Key Stage 4 - Years 10 and 11
- Key Stage 5 - Years 12,13 and 14

In 2015, 73% of our GCSE students gained 5 A*-C grades with 65% 5 A*-C inc English & Maths and 99% gained at least one GCSE.

At Key Stage 5 99% of our A level students gained grades A-E, with 56.1% gaining A*s - B and all students who wanted to go to University gained a place.

JOB DESCRIPTION

Job Title: Human Resources Administrator

Responsible to: School Business Manager

Department: Human Resources

Main Duties and Responsibilities

- To provide confidential secretarial and administrative support to the HR Office including the production of letters, documents and reports.
- To assist the smooth running of the HR Office by handling correspondence (internal mail, post, etc) and using initiative to deal with telephone calls.
- To assist in the recruitment process including preparing interviewer packs, booking rooms and filing of interview paperwork.
- To assist with new joiner administration including offer letters, seeking references, medical clearances, DBS applications and contracts of employment.
- To compile new joiner offer packs and induction packs.
- To maintain the electronic data management system (personnel files) for the HR Office including daily scanning of correspondence and documentation in relation to personnel files.
- To undertake the administration for various HR tasks including benefits, maternity/paternity, contract changes and absence management.
- To assist with maintaining the HR database and other HR record systems.
- To provide support to the School Business Manager as and when required.
- To maintain confidentiality and Data Protection adherence at all times.
- To ensure all Health and Safety regulations and Codes of Practice are observed at all times.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

Human Resources Administrator

Essential	Desirable
<i>Specialist Knowledge & Experience</i>	
<ul style="list-style-type: none"> English & Maths GCSE A*- C or equivalent Experience of maintaining accurate records Experience of maintaining confidentiality and handling matters with sensitivity and discretion Excellent IT skills including Microsoft Office 	Experience of working within a school
<i>Organisation & Planning</i>	
<ul style="list-style-type: none"> Ability to organise workload, working to tight deadlines under pressure, whilst maintaining attention to detail 	
<i>Problem Solving & Initiative</i>	
<ul style="list-style-type: none"> Experience of resolving problems by assessing situation and using judgement for best course of action Experience of using initiative and working independently Ability to stay calm under pressure 	
<i>Communication</i>	
<ul style="list-style-type: none"> Ability to communicate effectively to a variety of audiences, both orally and in writing, with internal and external partners 	
<i>People Skills</i>	
<ul style="list-style-type: none"> Experience of building and maintaining effective relationships Experience of working effectively as part of a team Demonstrate a commitment to equality 	
<i>Customer Service</i>	
<ul style="list-style-type: none"> Experience of providing excellent customer service, both to internal and external customers Ability to be proactive and anticipate customer needs 	
<i>Flexibility</i>	
<ul style="list-style-type: none"> Ability to adapt quickly and effectively to 	

changing circumstances/situations <ul style="list-style-type: none"> • Willing to work flexibly to meet business needs including cover of the late Reception shift when required and occasional early working • Willing to develop and learn in the role and undertake appropriate training courses 	
<i>Safeguarding</i>	
<ul style="list-style-type: none"> • Understanding of safeguarding/child protection procedures 	

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional

learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development



- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits.

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its

academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. The AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. The AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.