



# Application Pack

## Human Resources Assistant

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**UNITY SCHOOLS TRUST**

*Excellence through collaboration*



# Welcome from the CEO

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Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration– encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del R o**  
**Chief Executive Officer**

# About Unity Schools Trust

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Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

# Why work for UST?

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## Employee Benefits

- 🎨 Learning and Development opportunities
- 🎨 Free use of school gym at specified times
- 🎨 Reduced gym membership at Eastwood Sports Centre
- 🎨 Access to Employee Assistance Programme (EAP)
- 🎨 Free on-site staff parking
- 🎨 Free tea and coffee available in the staff room
- 🎨 Scheduled Wellbeing weeks
- 🎨 Allowance for running after-school enrichment activities
- 🎨 Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



# What our employees say...



From trainee teacher to Assistant Head of School, my journey with the school and UST has been rewarding. Their faith in my abilities and the developmental opportunities provided have accelerated my career progression. I've always felt part of a supportive network and look forward to our future.

**Jamie Foster, Assistant Head of School**

I began my journey at Bishop David Brown School (BDB) as a Teaching Assistant, which inspired me to become a teacher. After teaching elsewhere, I returned to BDB as Head of Humanities. BDB's support for my professional development has been outstanding, helping me progress from Middle to Senior Leadership. The school's family-like atmosphere and supportive staff create a harmonious environment where everyone thrives. During my time at BDB, I've witnessed its growth and evolution into a motivated and purposeful workplace. The school's student-centric approach fosters a keen interest in learning and high achievement among students. BDB's support for staff at different career and life stages is commendable. As a new mother, I received excellent care during my pregnancy and maternity leave. My return to work was handled sensitively, and I've been supported in balancing my home and school responsibilities, allowing my career to continue to flourish. Being part of UST provides access to a wider pool of knowledge and experience. The opportunity to visit other schools and share good practices is a highlight of my role.

**Rachel Gomm, Deputy Head of School**

If I were to describe TMC school in three words, I would say: dedicated, supportive, thriving! The senior leadership team is committed to achieving academic excellence and fostering a safe learning environment, making work and learning enjoyable for both teachers and pupils. The school's nurturing and inclusive environment is reflected through the recently revamped curriculum to make it more diverse, ambitious and engaging. I am quite impressed by the ways pupils are consistently provided opportunities to explore and excel through classroom learning and extracurricular activities. The focus on literacy is at the heart of the school and is channelled through tutor time and classroom discussions and tasks. I am thoroughly enjoying working at this school, where potential and passion not only find a place but also become achievable.

**Kiran Gull, School Literacy Lead**

***"Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge."***

**The Magna Carta School, Ofsted June 2022**

# Job Advert

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## Human Resources Assistant

**Job Type:** 36 hours 40 weeks (*However Part-time weekly hours/38-52 working weeks would be considered for the right candidate and the salary would be pro rata accordingly*)

**Start date:** September 2024

**Salary:** UST 6 £26,604 - £30,899 FTE - Pro rata to £23,474 - £27,263 (36hrs 40 wks)

**Closing date:** 20<sup>th</sup> March 2024 at 12 noon

**Interviews will take place:** W/C 25<sup>th</sup> March 2024

Unity Schools Trust, established in 2015, proudly educates over 1,800 children across two campuses in Staines-upon-Thames and Woking, supported by a dedicated team of 230+ staff. The Trust empowers its academies through vital core support in HR, School improvement, Finance, ICT, and Operations.

We are looking for a proficient, and committed HR Assistant to join our central team, who will play a vital part in ensuring the smooth operation of the Trusts HR department.

As the successful applicant you will have:

- An understanding of HR principles and practice: Basic knowledge of HR policies, and employee relations along with the discretion and confidentiality that is required.
- Learning agility: Adapting to new policies, procedures, and technologies is important in the dynamic HR field.
- Excellent interpersonal, organisational and accuracy skills.

We are deeply committed to your professional growth. Through collaborative working, expert guidance and career development planning, we invest in the future of our staff. Staff are supported in making the best possible progress both within their current roles and in reaching their future career goals. Explore our benefits page for even more ways we empower you to thrive.

To arrange a visit or request a conversation about this post, please email [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk) or telephone 0193 290 1351.

# Job Description

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**Job Title:** HR Assistant  
**Accountable To:** CEO & Board of Trustees  
**Responsible To:** HR Manager

## Recruitment

- i. Efficiently fulfil administration tasks relating to staff recruitment, i.e. preparing recruitment packs, of both teaching and support staff positions whilst working closely with the HR Manager and liaising directly with the schools.
- ii. Organise, co-ordinate and support recruitment events/interviews and bookings ensuring venues are set-up in line with requirements, dealing with catering arrangements, equipment set-up etc.
- iii. Assist in the induction and probation monitoring of both teaching and non-teaching staff.

## Compliance

- i. Supporting with the responsibility for all safer recruitment checks, pre-employment checks and new employee on-boarding.
- ii. Assisting with the maintenance of the Academy's Single Central Record, updating to reflect staff and contractor changes as they happen.

## HR Administration

- i. Provide HR administration support to the CEO/HR Manager relating to offer letters, contracts, variation letters, resignation letters and employment references as required.
- ii. Create and maintain both electronic (SIMS) and paper, confidential personnel files for all staff.
- iii. Reporting all personal and contractual changes, absences and overtime claims to our CFO in line with the monthly payroll schedule and HR Manager for insurance claims.
- iv. Provide administration support to Line Managers to ensure the annual Performance and Appraisal of all staff be completed effectively and efficiently.

- v. Co-ordinate and arrange HR meetings
- vi. Maintain sickness absence records, issue staff with RTW forms following absences and instruct line managers to complete RTW meetings as required.
- vii. Assist with maintaining annual leave, maternity leave and absence records for all staff.

### **Growth and Development**

- i. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related.
- ii. Managing own workload, to ensure an appropriate work/ life balance.

### **Community**

- i. Liaising with other staff in external agencies to protect children to ensure their development, health and well-being.
- ii. Sharing the Trust and school's vision and ethos.
- iii. Ensuring timely and professional communication with stakeholders in all correspondence.

### **Other Requirements**

- i. To carry out any other duties as may reasonably be required by the HR Manager / CEO.
- ii. To be aware of and adhere to all Trust and school policies and procedures.
- iii. To maintain confidentiality at all times.
- iv. To promote and safeguard the welfare of children and young people at the school.
- v. To participate in supervisory duties as scheduled and commensurate with the responsibilities of the post.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role.

## Person Specification

	<i>Essential</i>	<i>Desirable</i>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent at grade C/5 in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Level 3 or the willingness to work towards</li> </ul>
<b>Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills</li> <li>• Excellent IT skills, including Microsoft packages</li> <li>• Ability to work to and achieve tight and /or changing deadlines</li> <li>• Excellent organisational skills, ability to prioritise work for self and others</li> <li>• Ability to maintain discretion and confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of HR policy and practice</li> <li>• Use of management information systems</li> <li>• Successful experience in a directly relevant role</li> <li>• Experience of working in schools /academies</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Willingness to undertake further training</li> <li>• Committed to Equality, Diversity &amp; Inclusion</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative effectively</li> <li>• Ability to relate professionally and appropriately with all stakeholders</li> <li>• Ability to manage time effectively and prioritise work</li> <li>• Ability to work as part of a team</li> <li>• Commitment to own personal and professional development</li> <li>• Ability to work with discretion and confidentiality</li> <li>• A commitment to safeguarding, diversity and equality</li> </ul>	

# Application Process

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To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

The Unity Schools Trust, Thorpe Road, Staines, TW18 3HJ

Email: [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)

Website: [www.unityschoolstrust.co.uk](http://www.unityschoolstrust.co.uk)

Telephone: 01784 454 320

The Unity Schools Trust reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

## **Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## **Disclosure & Barring Service Check (DBS)**

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

## **Recruitment monitoring**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

*The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.*





**Chief Executive Officer:** Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH  
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130  
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